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# **HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)**

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## **Application Manual & Program Guide Federal Fiscal Year 2011**

***Newport News-Norfolk-Virginia Beach EMSA***

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The City of Virginia Beach Department of Housing and Neighborhood Preservation - Annex  
Building 1 – Basement, 2401 Courthouse Drive, Virginia Beach, Virginia 23456-9083

**FEDERAL FISCAL YEAR 2011**

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM  
For  
NEWPORT NEWS-NORFOLK-VIRGINIA BEACH EMSA**

**FUNDS AVAILABLE**

The City of Virginia Beach Department of Housing and Neighborhood Preservation (DHNP) will award a total of \$972,109 in federal Fiscal Year 2011/2012 Housing Opportunities for Persons With AIDS (HOPWA) funds to eligible applicant organizations. Availability of funding under this notice is contingent upon an actual allocation that has not yet been received from the U.S Dept. of Housing and Urban Development (HUD). Adjustments to the amounts available will be made at the time official funding availability has been confirmed. This may affect awards made under this notice.

On June 2005, a Regional Housing Needs Assessment for Persons Living with HIV/AIDS was completed with the consulting firm, AIDS Housing of Washington, in conducting needs assessment, analysis and planning "Project Activities" that will assist the City of Virginia Beach Department of Housing and Neighborhood Preservation in developing, managing, and providing services for persons living with HIV/AIDS in the state of Virginia. The Needs Assessment evaluated consumer housing needs, preferences and critical issues and housing barriers experienced by service provider groups. The assessment was entitled "Virginia HIV/AIDS Housing Plan," Virginia Beach MSA report in support of the effective implementation of the HOPWA Program.

**REGIONAL SERVICE AREA**

<b>LOCALITIES WITHIN NEWPORT NEWS-NORFOLK-VIRGINIA BEACH EMSA</b>
Chesapeake, Gloucester, Hampton, Isle of Wight, James City, Mathews, Norfolk, Newport News, Poquoson, Portsmouth, Suffolk, Surry, Virginia Beach, Williamsburg, York, and Currituck County, North Carolina.

An applicant's request for the entire HOPWA allocation is supportable only if the applicant intends to provide all eligible program activities in all localities within the region. Applications proposing to serve a portion of the service area should consider requests representing a pro-rata portion of funds available.

**BACKGROUND**

The Housing Opportunities for Persons With AIDS (HOPWA) program was authorized by the National Affordable Housing Act, approved on November 28, 1990, to provide States and localities with the resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of persons with AIDS and related diseases. Funds are appropriated annually by Congress to the U.S. Department of Housing and Urban Development (HUD) for administration of this program. HOPWA funds are then awarded by formula to eligible States and Metropolitan Statistical Areas (MSAs) which meet the minimum number of cumulative AIDS cases. Federal regulations governing this program may be found in the Federal Register at 24 CFR Parts 574.

## TARGET POPULATION

A person eligible for assistance under HOPWA is one who is diagnosed with AIDS (acquired immunodeficiency syndrome) or tested to be seropositive for HIV and is a low-income individual, (defined as 80 percent of area median income in 24 CFR Section 574.3) . The person's family is also eligible\*.<sup>1</sup>

Eligibility of clients assisted with HOPWA must be determined by:

- (1) Obtaining signed applications containing all of the information needed to determine eligibility, income level and sources, and rent burden; and
- (2) Obtaining third party verifications or documentation of expected income, assets, unusual medical expenses, and other pertinent information.

Information on the HIV status of a client is confidential and must be maintained in a manner that guarantees confidentiality, as required by law. Assistance may be targeted to give higher priority to persons with greater needs, for example, eligible persons who are homeless. Any person with HIV or AIDS, regardless of income, may receive housing information services and participate in a community residence's outreach and educational activities.

## FUNDING PRIORITY

The Housing Opportunities for Persons With AIDS (HOPWA) program is a resource designated to provide an organized response to the various housing needs faced by individuals and families living with HIV/AIDS. An application will not be reviewed that does not provide housing assistance or residential support to persons living with HIV/AIDS and their families. To that end, applications for funding should contain a program design with a strong housing focus, including the adoption of the following Program Goals contained in *Exhibit II Program Plan* of the Application:

- § Initiate or expand a housing program to respond to at least two identified unmet housing needs in the region.
- § Increase the number of collaborative relationships present in the administration of the HOPWA program.
- § Increase the level of HOPWA funding designated for direct housing assistance.
- § Explore funding opportunities for the expansion of emergency shelter beds, transitional housing units and/or affordable permanent housing units dedicated to low-income persons living with HIV/AIDS.

The Program Goals will respond to needs identified in the Virginia HIV/AIDS Housing Plan that is made a part of the City of Virginia Beach Consolidated Strategy and Plan for Housing and Community development Programs, 5-year Strategic Plan and 1-year Action Plan.

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1\* A family is defined as two or more related persons or more eligible persons living with another person or persons who are determined to be important to their care or well being. Surviving member(s) 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 are also eligible for limited assistance.

## **HOPWA CLIENT OUTCOME MEASURES**

The U.S. Department of Housing and Urban Development has established a number of key client outcome measures. These client outcome measures consist of:

- 1) The enabling of eligible households to establish and/or better maintain a stable living environment
- 2) The improvement of accessibility to health-care and other support services for eligible households, and
- 3) Reducing the risk of homelessness among the targeted population.

HUD has established a reporting system for the HOPWA program that will require all organizations receiving HOPWA funding to report on their clients according to the above outcome measures.

## **ELIGIBLE APPLICANTS**

Eligible applicants for the HOPWA program are 501(c)(3) nonprofit organizations (including faith-based organizations) and governmental housing agencies, including local government housing agencies, public housing authorities and governmental health and human service agencies that provide assistance for residential programs, such as transitional drug and/or alcohol abuse treatment and counseling, or institutional care, including sub acute care and in-patient treatment<sup>\*\*</sup>.

## **ELIGIBLE ACTIVITIES**

HOPWA funds may be used to plan, develop, operate and evaluate *housing programs* that are designed to prevent homelessness or assist persons who are homeless. Housing activities include the provision of emergency housing, shared housing arrangements, apartments, single room occupancy (SRO) dwellings, and community residences. Specific eligible housing activities include the following: acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services, new construction for SRO dwellings and community residences, project or tenant-based rental assistance, emergency rent, mortgage, and utility payments to prevent homelessness, and operating costs for housing, housing information services, resource identification, technical assistance in establishing and operating a community residence.

Appropriate *supportive services* may also be provided as part of any HOPWA-assisted housing. Supportive services include the following: outreach with referrals, other mobile efforts or professional staff; housing search assistance and placement, mental health counseling, peer support groups, assessment/intake of clients by teams of qualified professionals; alcohol and other drug abuse counseling/treatment, crisis intervention, case management or advocacy in obtaining benefits; assistance with daily living and intensive care when needed, transportation, child care, parenting skills, and education, personal care/clothing, food and furnishings; and job training with job placements or employment in project.

Each project sponsor receiving amounts from this grant may use not more than 35% of the amount received for supportive services.

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<sup>1</sup> A *nonprofit organization* is one that is organized under State or local laws; has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual; has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated an entity that will maintain such an accounting system; and has among its purposes significant activities related to providing services or housing to persons with acquired immunodeficiency syndrome or related diseases

*Administrative costs* up to 7% of the grant award are allowable. The cost of who which carry out direct assistance to clients, such as counseling, services, housing maintenance, and technical assistance are costs of that activity and are not considered administrative costs.

For further information, see 24 CFR Parts 574.300, 574.310, 574.320, 574.330, and 574.340.

## **PROHIBITED ACTIVITIES**

Pursuant to HUD guidance, health-care costs such as therapies, services and pharmaceuticals will not be funded under the program. HOPWA funds may not be used for HIV/AIDS education or prevention initiatives or to supplant, or replace, existing funds for services currently available to the target population.

## **HOPWA TIMELINE FOR PROGRAM EXPENDITURES**

Project sponsors may charge eligible and DHNP-approved FY 2011 HOPWA expenditures from the date of execution on the contract. In the case of acquisition projects, the grantee must obtain site control no later than March 31, 2012. In the case of new construction or rehabilitation projects, all work should be satisfactorily completed by September 30, 2012. Failure to meet these time frames may result in the reallocation of a project sponsor's award.

## **COORDINATED APPLICATION SUBMISSION**

DHNP encourages interested applicant organizations from the region to coordinate their HOPWA proposals in order to ensure region wide service coverage. A coordinated proposal is a joint application in which two or more organizations, or prospective project sponsors, serve different parts of the region or where each organization provides different services within the region. A coordinated proposal should designate a Lead Agency responsible for overseeing regional administration of HOPWA funds, including serving as fiscal agent. Under this arrangement, the Lead Agency, while under contract with the City of Virginia Beach Department of Housing and Neighborhood Preservation, would be expected to execute subcontracts with other organizations in the region.

## **COMPETITIVE EVALUATION**

*MAXIMUM SCORE- 100 POINTS*

In the event two or more organizations apply for funds to provide similar services in the same service area, exclusive of a coordinated application submission, and each is found to meet the *Eligible Applicant Criteria*, applications will be ranked competitively according to the following criteria:

- § Administrative capacity of the applicant to administer HOPWA funds in a responsive and efficient manner; ( 20 Points )
- § Relevant experience delivering services to the HIV/AIDS community, operating a rental subsidy program and/or delivering supportive services to special needs populations; (10 Points)
- § Documentation of the critical unmet needs of potential consumers in the proposed service area and knowledge of the service area's social service and housing characteristics; (10 Points)

- § Degree to which the applicant’s plan addresses the described needs and characteristics;  
(20 Points)
- § Adequacy of outreach plan to the HIV/AIDS community in consideration of the size of the proposed service area and other local resources;  
(10 Points)
- § Evidence of the inclusion of input from the HIV/AIDS community and coordination with other local resources available to the population;  
(10 Points)
- § Degree to which the proposed budget is reasonable and cost-effective in consideration of the proposed activities and number of individuals and families to be assisted;  
(20 Points)

DHNP reserves the right to negotiate funding requests among applicants to achieve diversity among providers and services and to promote equal access to housing-related services by persons living with HIV/AIDS in all localities within each region. An additional request for HOPWA applications may be issued for the region should an insufficient number of qualified applications be received. For additional information, contact Sylvia Hill at (757) 385-5754; e-mail: [shill@vbgov.com](mailto:shill@vbgov.com).

#### **APPLICATION INSTRUCTIONS & DEADLINE**

Applications must be submitted on 8.5 x 11 paper with a font no smaller than twelve point type. Application sections must be identified with tabs and pages numbered. Please submit one original and five unbound copies of your application to: City of Virginia Beach, Department of Housing and Neighborhood Preservation – Annex, Building 1- Basement 2401 Courthouse Drive, Virginia Beach, VA 23456; and must be received no later than **2:00 PM on March 31, 2011**. For an application call **Lorraine Nesmith** at (757) 385-8132 -voice, or (757) 385-5794 -TDD for hearing impaired only.

# **HOPWA PROCEDURES & PROJECT SPONSOR REQUIREMENTS AND EXPECTATIONS**

## **CERTIFICATION OF LOCAL APPROVAL**

Prior to undertaking HOPWA services within a unit of general local government, the Project Sponsor must obtain a completed *Certification of Local Approval* for each city or county within its HOPWA-approved service area. *Certification of Local Approval* describes the activities to be made available through the HOPWA program (i.e. tenant-based rental assistance, emergency rent, mortgage and utility assistance, etc.) and confirms the local government's knowledge and approval of federally-funded activities in its jurisdiction. A Chief Administrative Officer must sign the document (i.e. City Manager or County Administrator) for each locality to be served. If this document cannot be executed within the application deadline, a copy of the request for signature may be submitted in lieu of the signed Certification until it is received. A sample form is included in the Attachments of this manual.

## **ACCESS TO SUPPORTIVE SERVICES**

Project sponsors assisting HOPWA-eligible households must ensure that these households have access to qualified service providers in the area for appropriate supportive services. Project sponsors may provide these supportive services directly to the household or verify the availability and provision of supportive services to the household through another qualified service provider.

## **REQUIREMENTS FOR ACQUISITION, REHABILITATION, OR NEW CONSTRUCTION ACTIVITIES UNDERTAKEN WITH HOPWA FUNDS**

Applicants who propose to use HOPWA grant funds for acquisition, rehabilitation, or new construction projects will be required, at a minimum, to gain site control, comply with environmental review requirements, and execute a Deed of Trust guaranteeing use of the facility to provide housing or assistance to persons with AIDS or related diseases for the following periods of time: not less than 10 years for projects involving acquisition, new construction, or substantial rehabilitation; or not less than 3 years for projects involving non-substantial rehabilitation or repair of a building or structure.

No HOPWA-related costs can be incurred until an environmental review has been completed by the responsible entity. An environmental review and Section 8 Housing Quality Standards (HQS) inspection is also required for properties using funds for leasing or operating costs.

## **REQUIREMENTS FOR ADMINISTERING TENANT-BASED RENTAL ASSISTANCE**

All housing units to be assisted with HOPWA tenant or project-based rental assistance must be inspected for adherence with U.S. Department of Housing and Urban Development Housing Quality Standards (HQS). Project Sponsors proposing administration of tenant or project-based rental assistance must include a plan for conducting HQS inspections by qualified staff or subcontractors. This requirement does not apply to units in which a tenant receives an emergency rent, mortgage and utility payment through the HOPWA program.

## **REGIONAL HIV/AIDS HOUSING NEEDS ASSESSMENT**

A *Virginia HIV/AIDS Housing Plan* identifying key issues in housing for persons living with HIV/AIDS in the Newport News-Norfolk-Virginia Beach EMSA was completed. HOPWA grantees and subcontractors participated in this process. The Needs Assessment process was initiated in April 2000 and completed in May 2001. In January 2002, the DHNP staff, Steering Committee, key informants, and Housing Agencies met to prioritize the recommendations developed to address critical issues identified during the Virginia statewide comprehensive HIV/AIDS housing needs assessment. The prioritized recommendations are included in the *Virginia HIV/AIDS Housing Plan* that was updated June 2005.

## **PROGRAMMATIC AND FISCAL REPORTING**

All HOPWA Project Sponsors will be required to complete a *Quarterly Performance Report* with program beneficiary data and program expenditures in order to comply with the U.S. Department of Housing and Urban Development's Integrated Disbursement and Information System (IDIS). A copy of the Quarterly Performance Report is included in the Attachments of this manual. In addition, Project Sponsors will be required to submit an *Annual Progress Report* for the HOPWA Program to DHNP by August 15, 2011.

Project Sponsors are expected to forward program expenditure documentation to DHNP with all requests for funds. Failure to comply with reporting requirements may result in the cessation of HOPWA funding.

## **DISBURSEMENT OF GRANT FUNDS**

Grant awards will be disbursed on a reimbursement basis. At the preference of the Project Sponsor, reimbursement requests may be filed with DHNP on a monthly or quarterly schedule. Upon approval, the City of Virginia Department of Housing and Neighborhood Preservation will make payment directly to the Project Sponsor.

## **AUDIT REQUIREMENTS**

Project sponsors who receive more than \$300,000 annually in total federal awards are required to submit an annual independent audit to DHNP in accordance with OMB Circular A-133. Project sponsors, or subcontractors of HOPWA funds through a Lead Agency, should submit a copy of their audited financial statements, if available. A Memorandum with audit guidance is contained in the Attachments of this manual.

## **GRIEVANCE POLICY PROCESS FOR TERMINATING ASSISTANCE**

Each Project Sponsor must have a formal process for terminating assistance to an individual or family. At a minimum, there must be an appeals procedure with one level of administrative review for consumers who have HOPWA services terminated or are ineligible for HOPWA services for any reason. Consumers must be informed in writing of the appeals procedure at intake. It is the responsibility of any organization receiving HOPWA funds to inform prospective HOPWA consumers of the policy and maintain documentation that this policy has been shared during the intake process.

Please refer to *24 CFR Part 574* for minimum requirements. Those applicants with small programs and limited staff may have the Executive Director hear all appeals. At a minimum, someone other than the person who made the initial termination of services must hear any appeal. For those applicants with larger programs, a procedure allowing for two or more levels of appeal is appropriate and expected. The City of Virginia Beach Department of Housing and Neighborhood Preservation are not appropriate levels of appeal.

**Prior to execution of an agreement for HOPWA funds, each prospective grantee, including sub recipients, will be required to submit a copy of their Consumer Grievance Policy so that it may be placed on file at DHNP.** Any consumer complaints received by DHNP with regard to termination or ineligibility for HOPWA services will be referred back to the organization in question for resolution through their Consumer Grievance Policy. Resolution of grievances will be reviewed during audits of program funds.

The formal process for terminating assistance is required through the Housing and Community Development Act of 1992. Failure to enforce this federal requirement will result in the deobligation of funds.

## **AFFIRMATIVE OUTREACH**

All HOPWA project sponsors must adopt procedures to ensure that all persons who qualify for the assistance, regardless of their race, color, religion, sex, age, national origin, familial status, or handicap, know of the availability of the HOPWA program. Evidence of outreach efforts is required despite the presence of a waiting list for HOPWA services, so as to ensure that access to services is not exclusionary. This federal requirement may be found at 24 CFR Part 574.603 “Nondiscrimination and equal opportunity.”

All printed marketing and outreach materials must identify assistance and program activities as being made possible through the U.S. Department of Housing and Urban Development- Housing Opportunities for Persons With AIDS (HOPWA) Program.

## **FAIR HOUSING REQUIREMENTS**

All HOPWA project sponsors must perform some action in the area of enforcement and/or promotion to affirmatively further fair housing. During the operating year, grantees must carry out a minimum of one activity to further fair housing. The activity may be chosen from the following list or may be one that has been specifically approved by Department of Housing & Neighborhood Preservation (DHNP).

1. Adopt a resolution endorsing the concept of fair housing and advertising the resolution through the local media.
2. Enact a local fair housing ordinance substantially equivalent to federal or State law.

3. Attend a fair housing workshop/seminar offered or approved by DHNP. A member of the Board or governing body, or the chief administrative official and another appropriate representative (local realtor, banker, etc.) must attend a fair housing workshop/seminar.
4. Provide all project beneficiaries with a copy of a Fair Housing brochure.
5. Enlist the participation of local realtors, lenders, and home-builders in an agreement and promotion of affirmative marketing, open housing, and review of underwriting, credit criteria, etc. The agreement must be published through the local media.
6. Conduct a public educational program for local housing consumers and providers and/or financial institutions regarding fair housing issues.
7. Develop a public information network using local newspapers, radio stations, bulletin boards, churches, utility bill mailing, etc. to ensure all segments of the community are aware of fair housing requirements, especially realtors, landlords, financial institutions, and minority households.
8. Develop a fair housing assistance program to make housing opportunities known to minorities, to monitor compliance, and to refer discrimination complaints to the proper authorities.
9. Assess the special housing problems of women and minorities through surveys, etc. and determine any effects of discrimination. Develop a plan to assist in overcoming these effects.
10. Develop or fund a community-based fair housing organization.

**APPLICATION CHECKLIST – Must be submitted with application**

**ALL APPLICANTS REQUESTING HOPWA FUNDS  
MUST COMPLETE AND SUBMIT THE FOLLOWING INFORMATION:**

ITEM	PAGE NUMBER	INCLUDED	NOT APPLICABLE	COMMENTS
PROJECT SPONSOR APPLICATION COVER SHEET				
EXHIBIT I- PROGRAM ABSTRACT				
EXHIBIT II- PROGRAM PLAN				
EXHIBIT III- PROGRAM SUMMARY BUDGET				
EXHIBIT IV- BUDGET NARRATIVE				
EXHIBIT V- CURRENT FINANCIAL MANAGEMENT INFORMATION				
Indirect Cost Plan (if applicable)				
ATTACHMENT- Resolution: Board of Directors or Local Governing Body				
ATTACHMENT- Certification(s) of Local Approval				
The organization must be incorporated in the State of Virginia and have received or have in process an application for designation as 501(c) 3 tax-exempt organization. <b>Submit</b> the name of the legal entity to do business with the City of Virginia Beach. <b>Submit</b> a copy of the current statement of IRS tax exempt status and verification of 501(C) 3 status or evidence of a pending application.				
The organization must have a board of directors that hires the executive director and sets policy and financial guidelines. Submit a list of at least five (5) Board Members to include elected officers: President, Vice-president, Secretary, Treasurer and Member-At-Large  Current organization By-Laws which incorporate: a. Mission Statement b. Date and time of regular meetings c. That minutes shall be maintained d. Designates who has authority to make policy decisions e. Designates who has authority to approve new programs <b>Submit</b> documentation identifying participation of at least one homeless or formerly homeless person(s) in a policy making function within the organization.				
The organization must have policies and procedures including admission policies, rules for resident behavior, procedures for involuntary discharge and a complaint procedure.  <b>Submit</b> a statement of Operating Procedures and policies to include, but not limited to the following: a. Admission policies of residents b. Rules for resident behavior c. Procedures for involuntary discharge d. Complaint procedure e. Policies maximizing to the extent practicable, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such				

<p>discharge from immediately resulting in homelessness of such persons. The State and local governments are primarily responsible for the care of these individuals, and that ESG funds and other federal funds are not to be used to assist such persons in place of State and local resources.</p> <p>f. Procedures to ensure the <b>confidentiality</b> of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and other federal funds and that the address or location of any family violence shelter project assisted under the Special Purpose Grant funds will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.</p> <p>g. Policies maximizing to the extent practicable, the <b>involvement of homeless individuals and families</b> in constructing, policy making, renovating, maintaining, and operating facilities assisted under the ESG funds and other federal funds, and in providing services for occupants of these facilities (42 U.S.C. 11375 (c)(7), as added by Section 1402 (b) of the Housing and Community Development Act of 1992) and as provided by 24 CFR 576.76.</p>				
<p>The organization must be annually audited by a certified public accounting firm and the results must be provided to the City of Virginia Beach.</p> <p><b>Submit</b> a copy of the most recent audited financial statement to included a complete current year line item budget which lists all funding sources and amounts.</p>				
<p><b>Submit</b> the following documentation:</p> <p>The organization must provide full and clear recognition of the City’s contribution in its publications, fund raising documents and other materials that are used to seek funding or promote the organization.</p>				
<p>The organization must have in place the following insurances. All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Virginia, and acceptable to the City, and shall carry the provision, that the insurance will not be canceled or materially modified without thirty days (30) prior written notice to the City.</p> <p><b>Submit a Certificate of Liability Insurance</b> naming the City of Virginia Beach Department of Housing and Neighborhood Preservation as the certificate holder. The insurance should also include workman’s compensation and employer’s liability; and list an employee dishonesty bond.</p> <ol style="list-style-type: none"> <li>1. <b>Comprehensive General Liability Insurance</b>, including contractual liability and products and completed operations liability coverages, in an amount not less than one million dollars (\$1,000,000.00) combined single limits (CSL). Such insurance shall name the City of Virginia Beach as an additional insured.</li> <li>2. <b>Workers Compensation Insurance</b> as required under Virginia Code Title 65.2.</li> <li>3. <b>Crime insurance</b> (Employee Dishonesty Bond) providing coverage for any misappropriation of federal funds under this Contract, including third party coverage should be in an amount not</li> </ol>				

less than the total amount of funds to perform work under this Contract.				
4. <b>Automobile Liability Insurance</b> including coverage for non-owned and hired vehicles in an amount not less than one million dollars (\$1,000,000.00) combined single limits (CSL).				
The organization must <b>submit a full budget</b> for the current and proposed year and identify the changes resulting from the additional funds received. (Appendix A)				
For projects involving acquisition, rehabilitation or construction the environmental review record checklist must be completed and submitted found in the contract. (Appendix C)				
For any new construction project and any activity that has not received an approved environmental assessment, please contact Bill Dore at (757) 385-5736 for further instructions.				
The organization must identify a <b>point of contact</b> for the Department of Housing and Neighborhood Preservation (DHNP) in the administration of these funds.				
<b>Submit</b> the Scope of Services - Description and Background information. Identify Match Funds and source.				
<b>Submit</b> the Terms of Loan or grant (i.e. forgivable loan or percentage)				
<b>Submit</b> Affirmative Marketing Plan & Policy and Implementing Procedures (example found in contract, Appendix)				
<p>II. <b>Administration Requirements:</b></p> <p>A. The organization must comply with all the laws and regulations of the City of Virginia Beach, including but not limited to laws involving the use, maintenance and operation of structures, including building permits, zoning, code enforcement and rental certificates of compliance.</p> <p>B. The organization must not be involved in current litigation or contractual dispute with the City of Virginia Beach.</p> <p>C. The organization must provide to the Department of Housing and Neighborhood Preservation (DHNP), and the Department of Housing and Urban Development (HUD) or its agents reports, financial information, and other information, as requested, that may be needed to ensure compliance with local, state and federal laws and regulations.</p> <p>D. Request review and approval of the organization Procurement Bid process.</p>				
<p>III. <b>Applicable Forms for Completion and Submission found in the contract:</b></p> <p>A. Homeless Verification and Program Eligibility Assessment.</p> <p>1. The homeless verification and program eligibility assessment should be <u>completed</u> and documented in the file for each applicant in a program funded</p>				

<p>by the Department of Housing and Neighborhood Preservation. (Appendix D).</p> <p>B. Performance Status Report</p> <p>1. Prepare and submit to the Department of Housing and Neighborhood Preservation the required standardized Performance Status Report no later than ten (10) days after the end of each reporting period for quarterly reports. (Appendix B)</p> <p>a. Set-up Activity Form</p> <p>b. Completion Reports</p> <p>c. Quarterly Reports &amp; narratives</p>				
<p><b>Submit</b> the signed and completed Section 3 and Contractor Guidelines found in the contract (<b>Appendix</b>)</p>				
<p><b>Submit</b> the Lead Base Paint forms found in the contract (<b>Appendix</b>)</p>				
<p>For <b>rehabilitation projects</b>, <b>submit</b> the following documentation:</p> <p>A. Legal Deed description of property, GPIN number</p> <p>B. Proforma – ID funding sources; break down use of funds from each source</p> <p>C. Schedule -Time line of acquisition, construction</p>				
<p>Identify if the project is Davis-Bacon, process for Labor Standards Requirements</p>				
<p><b>Identify</b> any needed MOU's</p>				
<p><b>Please provide the HUD required DUNS Number:</b>  The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed.  If your organization does not have a DUNS number, use the Dun &amp; Bradstreet (D&amp;B) on line registration at <a href="http://www.dnb.com">www.dnb.com</a> to receive one free of charge.</p>				
<p>Central Contractor Registration (CCR): <i>This is a new reporting requirement effective October 1, 2009.</i> The primary registrant database for the U.S. Federal Government; CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Both current and potential federal government registrants are required to register in CCR in order to be awarded contracts by the federal government. Registrants must update or renew their registration at least once per year to maintain an active status. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA. Per ARRA (American Recovery and Reinvestment Act) and FFATA (Federal Funding Accountability and Transparency Act) federal regulations, all sub-grantees or subcontractors receiving federal grant awards or contracts must have a DUNS (Data Universal Numbering System) Number and be registered with the CCR (Central Contractor Registration).</p>				

**FEDERAL FY 2011 HOUSING OPPORTUNITIES  
FOR PERSONS WITH AIDS (HOPWA)  
PROJECT SPONSOR APPLICATION COVER SHEET**

This application cover sheet must be completed for each organization wishing to receive HOPWA funds directly from the City of Virginia Department of Housing and Neighborhood Preservation or indirectly as a subcontractor of a HOPWA Lead Agency.

1. Applicant Organization:

2. Address:

Telephone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

3. Contact Person and Title:

Telephone # (if different from above): ( ) \_\_\_\_\_

E-Mail Address (if available): \_\_\_\_\_

4. Geographic Area(s) to be served by the Project:

5. **Total Funds Requested:** \$ \_\_\_\_\_ **.00**

6. Check appropriate type of applicant:

- Nonprofit Organization
- Governmental Housing Agency
- Faith-Based Organization
- Other

7. If applicable, how long has your agency or organization been providing services to persons with AIDS or HIV?

8. If your organization receives Ryan White funding, please list the name, address and telephone number of your Ryan White Consortium contact:

<b>Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	( ) _____

9. Has your organization participated in the development of your community's Continuum of Care Plan that assesses community resources available to the homeless and its subpopulations, including persons infected with HIV/AIDS?

**Participation on Continuum of Care planning teams/committees will be required of all HOPWA grantees and subcontractors.**

Yes	No

If Yes, please list the community (locality):

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*I certify that I have read and understood the federal fiscal year 2011 Housing Opportunities for Persons With AIDS Application Manual and Housing Opportunities for Persons With AIDS Federal Regulations and have answered the questions in this Application for HOPWA funds to the best of my ability:*

Type Name of Authorized Representative

<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	

## **EXHIBIT I -PROGRAM ABSTRACT**

Attach a one page, double-spaced, typed summary of the main features of your project or program, including the types of housing and supportive services to be provided.

## **EXHIBIT II -PROGRAM PLAN**

No page limit. Attach a double-spaced, typed description of the following activities. Where requested, include concrete examples of activities to be undertaken to address Outcome Measures under each *FY 2011 Program Goal*.

### **1. JURISDICTIONS TO BE SERVED**

Describe the geographical location (city/county) of the proposed HOPWA activities.

### **2. NEED**

Describe the critical housing and supportive service needs of eligible persons not currently being addressed by available public and private resources and how the proposed activities to be carried out with HOPWA assistance will address these needs. If you are applying for funding for the entire region, you **must** describe the unmet needs of the entire region.

Describe any public and/or private resources that are expected to be made available in connection with the proposed HOPWA-supported activities.

#### **FY 2011 PROGRAM GOAL:**

Initiate or expand a housing program to respond to at least two identified unmet housing needs.

#### **OUTCOME MEASURE(S):**

Describe a measure related to an identified housing need.

Describe a measure related to an identified housing need.

### **3. SERVICE TARGETS AND ELIGIBILITY DETERMINATION**

Provide an estimate of the number and characteristics of eligible persons who will be served by the proposed activities and a description of how their eligibility for participation in the program will be determined\*. Applicants proposing supportive services, housing information and resource identification activities with HOPWA funds must provide service targets (i.e. number of households and HIV/AIDS infected individuals to be assisted) with each category of funding.

Describe the length of time required from referral, screening and intake to eligibility determination.

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If your organization currently receives HOPWA funds, include the number of eligible persons assisted during the past operating year with each type of assistance. Indicate the number of households on a waiting list for HOPWA-related assistance. For emergency rent, mortgage and utility assistance, current project sponsors should provide a real, or estimated, percentage of financial requests granted of those requested monthly. This percentage should be based on the number of households that met program eligibility requirements.

#### **FY 2011 PROGRAM GOAL:**

Increase the level of HOPWA funding designated for direct housing assistance.

OUTCOME MEASURE(S):

Number of households assisted with emergency rent, mortgage and utility payments.

Number of households enrolled in tenant-based rental assistance.

\*Each project sponsor is required to develop a *HOPWA Application Form* to be used in determining whether persons are eligible for assistance. At a minimum, the form must request income information and AIDS diagnosis information. Those clients receiving housing assistance will be required to provide written verification of income and documentation verifying the person has AIDS or a related disease. Program eligibility for clients receiving supportive services not associated with housing assistance can be determined without verification on the basis of the client's statement as certified on the application.

**4. CONFIDENTIALITY**

Describe your organization's procedures for ensuring that confidentiality of all persons assisted by the HOPWA program is maintained. This plan should include how HOPWA financial assistance will be delivered in a manner which does not compromise client confidentiality.

**5. OUTREACH**

Describe the method for informing eligible persons regardless of their race, color, religion, sex, age, national origin, familial status, or handicap of the housing assistance and services available through HOPWA (e.g. outreach, referrals, existing shelter network). This section must include a plan for disseminating program information to the following locally-based partners: Ryan White Consortia members, community services boards, health departments, correctional facilities, minority organizations, non-profit housing organizations, and public housing authorities. Please refer to *Affirmative Outreach* contained in 24 CFR Part 574.600 Paragraph (e). Explain how equal access to HOPWA assistance will be ensured to eligible persons from all referral sources.

If you are applying for funding for an entire region, your outreach plan **must** demonstrate how you will ensure region-wide coverage and participation. Printed marketing materials must include identification of assistance and program activities as being made possible through the U.S. Department of Housing and Urban Development-Housing Opportunities for Persons With AIDS (HOPWA) Program.

FY 2011 PROGRAM GOAL:

Increase the number of collaborative relationships present in the administration of the HOPWA program.

OUTCOME MEASURE(S):

Number of contacts/partnerships with local non-profit housing organizations and public housing authorities.

Number of contacts/partnerships with homeless service providers, including involvement in the Continuum of Care process.

**6. IMPLEMENTATION OF RENTAL ASSISTANCE**

A plan of how HOPWA funds are to be expended, or set aside, on behalf of eligible clients according to the type of HOPWA assistance- emergency rent, mortgage, and utility assistance and tenant-based rental assistance. This plan should include:

Describe the priority by which clients will be given assistance, for example first-come, first serving basis, severity of crisis, or other criteria.

Describe the process used to determine which clients will be provided financial assistance, for example committees, meeting between case managers or a waiting list. Applicants must describe internal procedures, including responsible staff, for determining approval or denial of financial requests.

Describe the method of payment to vendors (landlords, utility companies, etc.) for housing-related arrearages.

Describe the length of time required from eligibility determination to approval and payment of financial requests.

Describe any additional limits, or caps, on HOPWA financial assistance per client or household to be imposed by the applicant.

Applications proposing tenant-based rental assistance must include a plan for the inspection of housing units in accordance with U.S. Department of Housing and Urban Development Housing Quality Standards (HQS).

**7. REGIONAL COLLABORATION** *(If applicable)*

If more than one subcontractor will be providing services within this proposal, list each organization's name, address, phone #, contact person, service area, the services to be provided, and funds allocated to each organization.

**8. COORDINATION WITH RYAN WHITE**

Describe the procedures that have been, or will be, taken to ensure coordination of HOPWA assistance with other State and local government agencies responsible for providing services to persons with AIDS or related diseases and their families, including, where available, coordination with agencies administering assistance provided under the Ryan White Comprehensive AIDS Resources Emergency Act of 1990.

Also, describe how community-based, non-profit organizations experienced in caring for persons with HIV or AIDS have been consulted and involved in the application planning process. If you are planning to serve an entire region, coordination activities must take place throughout the region.

Within 60 days of grant award, each successful local applicant will be required to establish a local coordinating committee unless one already exists which can be utilized. These local coordinating committees should include representatives from all area AIDS service organizations, consumers, local Departments of Health and Social Services, and representative(s) from the consortium organized under the Ryan White Comprehensive AIDS Resources Emergency Act of 1990.

**9. REAL PROPERTY ACTIVITIES** *(If Applicable)*

If HOPWA funds are being requested for leasing, acquisition, rehabilitation, and/or new construction of a housing facility, submit the following information:

- A. Address of the Site, if known, evidence of site control if applicable, and a photograph.
- B. Submission of a completed "Threshold Review For Property Proposed For Use In HOPWA Program" form.
- C. For acquisitions, the purchase price and an estimate of closing costs.
- D. For rehabilitation projects, whether the property is owned by the Project Sponsor or under long-term lease.
- E. For rehabilitation or new construction projects, a description of the nature, scope, and a detailed cost estimate of planned work.
- F. A description of the total amount of cash needed to carry out the project including reasonable costs for operations and supportive services and a list of resources either already committed to the project or to be pursued. This information will be used in determining the reasonableness and feasibility of the proposed project.

**FY 2011 PROGRAM GOAL:**

Explore funding opportunities for the expansion of emergency shelter beds, transitional housing units and/or affordable permanent housing units dedicated to low-income persons living with HIV/AIDS.

**OUTCOME MEASURE(S):**

Number of partnerships created with housing organizations for the advocacy of safe, decent and affordable housing for persons living with HIV/AIDS. Number of grant applications prepared which propose an increase in housing resources for persons with HIV/AIDS.

**EXHIBIT III- PROGRAM SUMMARY BUDGET**

Complete the attached table by allocating the total request for funds into the appropriate categories and line items (see Appendix H). Please include in the "Other Funds" column all other federal, state, or local resources such as Ryan White, Section 811, or other monies that will also directly support the eligible activities listed. If funds will be used for salaries or hourly wages of personnel who will perform program activities, provide the title of the position(s) and the percentage of salary/wages to be compensated with HOPWA funds. Provide the physical location where the services will take place. For example, if activities will take place at the organization's administrative offices, please note Administrative Office on the table.

**EXHIBIT IV- PROGRAM BUDGET NARRATIVE**

Provide a narrative description of all eligible activities to be provided with HOPWA funds including: leasing, operations, tenant-based rental assistance, emergency rent payments, emergency mortgage payments, emergency utility payments, supportive services, housing information, resource identification, technical assistance (for community residences only), and real property activities.

Identify any organizational personnel to be paid for, in whole or in part, with HOPWA funds. For case management-related costs, describe the number of clients actively case managed by the organization, the case manager/client ratio, the position(s) job description and case management standards.

Identify time frames and responsible internal staff or external agencies, which will play a role in the delivery of the following services:

- A. Referral
- B. Screening
- C. Verification of HIV/AIDS infection
- D. Verification of income
- E. Tenant Rent Calculations (Tenant-based rental assistance only)
- F. Housing Quality Standards inspections and landlord-tenant relations
- G. Process for Granting Financial Assistance Requests
- H. Vendor payment authorization
- I. Supportive services, including case management and permanent housing placement

If more than one organization is included in this proposal, each must be described in this Exhibit.

**EXHIBIT V- CURRENT FINANCIAL MANAGEMENT SYSTEM INFORMATION**

Exhibit V must be completed for all applicants, including subcontractors, which do not currently administer a program in which the City of Virginia Beach Department of Housing and Neighborhood Preservation (DHNP), has oversight. If you are currently administering another grant program under the supervision of the City of Virginia Department of Housing and Neighborhood Preservation (DHNP), indicate what program(s) you administer and your DHNP contact person(s):

\_\_\_\_\_  
\_\_\_\_\_

1. Does your organization do its own financial accounting?  Yes  No

If no, who does your organization's financial accounting?

2. In your financial accounting system, are the following books of account used?

- A. General Ledger  Yes  No
- B. Cash Disbursements (Check Register)  Yes  No
- C. Cash Receipts (Deposits Received)  Yes  No
- D. Fixed Asset  Yes  No

3. List the title of the staff person responsible for the following tasks:

- A. Opens mail
- B. Deposits checks/funds
- C. Reconciles checkbook with bank statement
- D. Posts cash receipts

4. Do checks require two signatures?  Yes  No

Whose signatures are required? (Titles)

5. Are individuals who handle the organization's funds bonded?  Yes  No

6. How many years are records retained?

7. Does your organization have an annual audit completed by an independent accountant?

Yes  No

If no, how often is an audit completed or what other methods are used to ensure fiscal accountability?

8. If applicable, attach a copy of your most recent audit and the most recent year's operating budget.

**HOPWA GENERAL INFORMATION, FEDERAL  
REGULATIONS AND ATTACHMENTS**

Appendix A - Code of Federal Regulations 24 Parts 574 located at [ecfr.gpoaccess.gov](http://ecfr.gpoaccess.gov)

Appendix B - HUD FY 2011 Income Limits and Fair Market Rents –Virginia Beach, VA,  
([www.hud.gov/offices/cpd/affordablehousing](http://www.hud.gov/offices/cpd/affordablehousing) ) & contact each local jurisdiction

Appendix C - Local Governing Body Resolution

Appendix D - Board Resolution for Non profit Applications

Appendix E - Certification of Local Approval

Appendix F - Quarterly Performance Report

Appendix G - Annual Progress Report (APR) and Consolidated Annual Performance and  
Evaluation Report (CAPER) (located at [www.hud.gov/offices/cpd/aidshousing](http://www.hud.gov/offices/cpd/aidshousing) )

Appendix H - Program Summary Budget

Appendix I – HOPWA -CAPER-Part 3: Accomplishment Data-Planned Goal and Actual Outputs

**APPENDIX C**

**GOVERNING BODY RESOLUTION FOR LOCAL GOVERNMENT APPLICANTS**

I. WHEREAS, the City of Virginia Beach Department of Housing and Neighborhood Preservation, has issued a Notice of Funding Availability and requested applications under the Housing Opportunities for Persons With AIDS Program.

II. WHEREAS, assistance is needed to effectively and adequately address the housing and supportive services needs of individuals infected with HIV/AIDS in (enter name of locality).

III. WHEREAS, a Housing Opportunities for Persons With AIDS Application for a grant under this Program has been prepared.

IV. WHEREAS,

(enter name and title) can act on behalf of \_\_\_\_\_ (enter name of locality) and will sign all necessary documents required to complete the grant transaction.

V. NOW, THEREFORE, BE IT RESOLVED THAT THE Board of Supervisors, City Council, or other authorizing governmental body, of \_\_\_\_\_ (enter name of locality) hereby authorizes

(enter Local Government Office and Title of Official) to apply for and accept the grant and enter into a Grant Agreement with the City of Virginia Beach Department of Housing and Neighborhood Preservation and perform any and all actions and responsibilities in relation to such Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name and Title of Authorized Local Government Official

**APPENDIX D**

**BOARD RESOLUTION FOR NONPROFIT APPLICANTS**

I. WHEREAS, the City of Virginia Beach Department of Housing and Neighborhood Preservation, has issued a Notice of Funding Availability and requested applications under the federal Housing Opportunities for Persons With AIDS formula program.

II. WHEREAS, assistance is needed to effectively and adequately address the housing needs of persons infected with HIV/AIDS to be served by \_\_\_\_\_(enter name of organization) in our service area(s) of (list all service areas).

III. WHEREAS, a Housing Opportunities for Person With AIDS Application for a grant under this program has been prepared.

IV. WHEREAS, \_\_\_\_\_(enter name of organization) agrees to provide services in conformance with the regulations and guidelines of the Housing Opportunities for Persons With AIDS Program.

V. WHEREAS, \_\_\_\_\_(enter name and title) can act on behalf of \_\_\_\_\_(enter name of organization) and will sign all necessary documents required to complete the grant transaction.

VI. NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of (enter name of organization) hereby authorizes \_\_\_\_\_(enter name) to apply for and accept the Housing Opportunities for Persons With AIDS Program and enter into a Grant Agreement with the City of Virginia Beach Department of Housing and Neighborhood Preservation and perform any and all actions and responsibilities in relation to such Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name and Title of Authorized Board Member

***APPENDIX E***

***HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM***

***CERTIFICATION OF LOCAL APPROVAL***

I, \_\_\_\_\_ (enter name and title) duly authorized to act  
on behalf of \_\_\_\_\_ (enter name of jurisdiction) hereby  
approve the following project(s) proposed by (enter name of nonprofit organization(s) which is (are)  
located in \_\_\_\_\_ (enter name of all applicable jurisdictions).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name and Title of Authorized Local Government Official

**APPENDIX H – HOPWA PROGRAM BUDGET & SERVICE TARGETS**

Complete the attached table by allocating the total request for funds into the appropriate categories and line items. Describe any public and/or private resources that are expected to be made available in connection with the proposed HOPWA-supported activities. Please include in the "Other Funds" column all other federal, state, or local resources such as Ryan White Exhibit 811, Community Development Block Grant (CDBG), foundations or other monies that will also directly support the eligible activities listed. In addition, provide service targets, or estimates, of the number of households and HIV/AIDS infected individuals to be served by the HOPWA funding category only.

**2011 PROGRAM BUDGET & SERVICE TARGETS Term: July 01, 2011 to June 30, 2012**

<b>PROGRAM ACTIVITY</b>	<b>HOPWA FUNDS for activity</b>	<b>Ryan White Funds for activity</b>	<b>Number of Households by activity</b>	<b>Number of Persons w/HIV/Aids by activity</b>	<b>Other Funds for activity</b>
<b>NEW CONSTRUCTION</b>	\$	\$			\$
<b>ACQUISITION</b>	\$	\$			\$
<b>REHABILITATION</b>	\$	\$			\$
<b>LEASING</b>	\$	\$			\$
<b>OPERATING COSTS</b>					
Maintenance	\$	\$			\$
Security	\$	\$			\$
Utilities	\$	\$			\$
Furnishings	\$	\$			\$
Insurance	\$	\$			\$
Supplies	\$	\$			\$
Other: (List)	\$	\$			\$
	\$	\$			\$
<b>Subtotal</b>	\$	\$			\$
<b>HOUSING ASSISTANCE</b>					
Short-term Rent, Mortgage, Utility Payments	\$	\$			\$
Tenant-Based Rental Assistance	\$	\$			\$
<b>Subtotal</b>	\$	\$			\$

<b>PROGRAM ACTIVITY</b>	<b>HOPWA FUNDS for activity</b>	<b>Ryan White Funds for activity</b>	<b>Number of Households by activity</b>	<b>Number of Persons w/HIV/Aids by activity</b>	<b>Other Funds for activity</b>
<b>SUPPORTIVE SERVICES</b>	\$	\$			\$
Case Management	\$	\$			\$
Adult Day Care	\$	\$			\$
Child Care	\$	\$			\$
Nutritional / Supplements					
Permanent Housing Placement	\$	\$			\$
Transportation	\$	\$			\$
Food / Food Bank	\$	\$			\$
Substance Abuse Treatment/ Counseling	\$	\$			\$
Other: (List)	\$	\$			\$
	\$	\$			\$
<b>Subtotal</b>	\$	\$			\$
<b>HOUSING INFORMATION SERVICES</b>	\$	\$			\$
Housing Counseling					
(List)	\$	\$			\$
<b>RESOURCE IDENTIFICATION</b>					
(List)	\$	\$			\$
(List)	\$	\$			\$
<b>TECHNICAL ASSISTANCE</b> For Community Residences Only	\$	\$			\$
(List)					
<b>ADMINISTRATION</b> Limited to 7% of Award					
<b>TOTAL GRANT REQUEST</b>					

## APPENDIX I – CAPER-PART 3: Accomplishment Data - Planned Goal and Actual Outputs

In Chart 1, enter performance information (goals and actual outputs) for all activities undertaken during the operating year supported with HOPWA funds. Performance is measured by the number of households and units of housing that were supported with HOPWA or other federal, state, local, or private funds for the purposes of providing housing assistance and support to persons living with HIV/AIDS and their families. *Note: The total households assisted with HOPWA funds and reported in PART 3 of the CAPER should be the same as reported in the annual year-end IDIS data, and goals reported should be consistent with the Annual Plan information. Any discrepancies or deviations should be explained in the narrative section of PART 1.*

### 1. HOPWA Performance Planned Goal and Actual Outputs

HOPWA Performance Planned Goal and Actual		Output Households				Funding	
		HOPWA Assistance		Non-HOPWA			
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPW A Budget	HOPW A Actual
<b>Housing Subsidy Assistance</b>		<b>Output Households</b>					
1.	Tenant-Based Rental Assistance						
2a.	Households in permanent housing facilities that receive operating subsidies/leased units						
2b.	Households in transitional/short-term housing facilities that receive operating subsidies/leased units						
3a.	Households in permanent housing facilities developed with capital funds and placed in service during the program year						
3b.	Households in transitional/short-term housing facilities developed with capital funds and placed in service during the program year						
4.	Short-Term Rent, Mortgage and Utility Assistance						
5.	Adjustments for duplication (subtract)						
6.	<b>Total Housing Subsidy Assistance</b>						
<b>Housing Development (Construction and Stewardship of facility based housing)</b>		<b>Output Units</b>					
7.	Facility-based units being developed with capital funding but not opened (show units of housing planned)						
8.	Stewardship Units subject to 3 or 10 year use agreements						
9.	<b>Total Housing Developed</b>						
<b>Supportive Services</b>		<b>Output Households</b>					
10a.	Supportive Services provided by project sponsors also delivering HOPWA housing assistance						
10b.	Supportive Services provided by project sponsors serving households who have other housing arrangements						
11.	Adjustment for duplication (subtract)						
12.	<b>Total Supportive Services</b>						
<b>Housing Placement Assistance Activities</b>							
13.	Housing Information Services						
14.	Permanent Housing Placement Services						
15.	Adjustment for duplication						
16.	<b>Total Housing Placement Assistance</b>						
<b>Grant Administration and Other Activities</b>							
17.	Resource Identification to establish, coordinate and develop housing assistance resources						
18.	Technical Assistance (if approved in grant agreement)						
19.	Grantee Administration (maximum 3% of total HOPWA grant)						
20.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)						
<b>Total Expenditures for program year (Sum of rows 6, 9, 12, 16, and 20)</b>							