Memorandum for: HOPWA Grantees

From: David Vos, Director, Office of HIV/AIDS Housing HUD’s Office of HIV/AIDS Housing

Subject: Guidance on the Use of HOPWA Funds for HUD-Designated Training and Related Activities

Action. This revised notice provides guidance to recipients of Housing Opportunities for Persons With AIDS (HOPWA) formula and competitive grants on the use of HOPWA funds to pay for grantee or project sponsor staff to attend HUD-designated conferences or meetings related to AIDS housing issues. As provided under this guidance, HUD will accept reasonable costs incurred by HOPWA grantees and project sponsors for travel, daily subsistence, registration fees and related costs for participation in HUD-designated training conferences or meetings, such as the Fourth National HIV/AIDS Housing Conference. The HOPWA funds that may be used are administrative funds for grant administration purposes at 24 CFR 574.300(b)(10) or non-Federal funds that the grantee or sponsor may designate or use for this purpose. In addition, HOPWA resource identification funds under 574.300(b)(2) may be used but are limited to a ratio that is established by HUD, as described below under “Designated 2001 Conferences,” or by any such future designations. The use of administration costs are subject to established limitations on administrative costs under paragraph (b)(10).*

Purpose. This guidance will help to ensure that persons who administer AIDS housing projects or manage HOPWA grants are encouraged to participate in necessary training to gain skills and knowledge needed to effectively manage the grant. It recognizes that certain HUD-designated training is directly connected to grant administration and to program development that will establish, coordinate and develop housing assistance resources for persons who are living with HIV/AIDS and their families. HUD reserves the right to designate which conferences or meetings are of sufficient relevance in offering appropriate HOPWA grants management and program development training. HUD further will determine for each conference or meeting the appropriate share for that activity cost based on the established agenda for that training event. Grantees or sponsors may not use HOPWA funds for participation in similar types of training that are not so designated.

Cost Limits. Under this guideline, HOPWA funds are eligible for use by our grantees and project sponsors to support costs for this training, such as reasonable costs for travel, hotel, per diem and other related travel costs that will enable them to participate in the training conference or other meetings. Reasonable costs should not exceed the costs for lodging at the designated conference hotel or otherwise exceed the Federal government’s published limits on subsistence lodging and per diem rates that are established by the General Services Administration, (GSA). The Office of HIV/AIDS Housing expects to designate by notice to our grantees and CPD Field Offices which events are appropriate and eligible as HOPWA administrative costs or as resource identification costs that will help establish, coordinate and develop housing assistance resources for HOPWA-eligible persons. These activities are expected to directly involve training actions that promote the sound management of HOPWA projects, that strengthen coordination and development of comprehensive AIDS housing plans, and that promote use of data collection tools and the evaluation of HOPWA activities. Except as provided under this guidance, the use of HOPWA funds for training activities for grantee and project sponsor staff would not be eligible.

Designated 2001 Conferences. This memorandum further designates that such costs are eligible for participation in the Fourth National HIV/AIDS Housing Conference, that HUD is cosponsoring with AIDS Housing of Washington, and scheduled for June 14-17, 2001 in Denver. The related training activity costs for this conference are determined to be prorated as 40 percent.
administrative and 60 percent resource identification activities. For example, a HOPWA grantee or project sponsor that incurs $500 to participate in this training would charge such costs as $200 in administrative costs and $300 as resource identification costs or could use other non-HOPWA sources. This memorandum also designates the 2001 meeting of HOPWA formula grantees, to be scheduled by HUD, as eligible for use of administrative costs.

**Background.** The Department promotes the use of HOPWA technical assistance activities to increase the capacity of our grantees and project sponsors to plan, develop, operate, and evaluate HOPWA activities to improve their responsiveness to clients and ensure sound management of projects. HUD works with an number of Technical Assistance (TA) providers that have been selected to offer training through local, regional and/or national conferences. Many of these TA activities are designed to introduce new approaches and lessons learned, to discuss proven methods of service delivery, and to use peer training in offering assistance. HUD also makes use of TA resources to provide training on our guidance for updated program changes, in meeting reporting requirements, and in working with our information technology systems, such as IDIS. As our recipient communities continue to address changing needs in their areas, HUD recognizes that training on evaluation of efforts is of great importance in supporting stable housing solutions for the care and treatment of persons living with HIV/AIDS. If you have any questions concerning this matter, please contact the Office of HIV/AIDS Housing, David Harre at (202) 708-1934 x 2474 or Harry Garte on (305) 536-5678 x 2260.

**Technical note.** For HOPWA competitive grants, there is one other potential source of HOPWA funding for attendance at training conferences. In the case that a grantee received a competitively awarded grant under the authority of Section 855(6) of the AIDS Housing Opportunity Act, as implemented at 24 CFR 574.300(b)(11), and HUD specifically authorized this other use of grant funds for staff training, the costs of attending the training would be eligible. It will be necessary to review the grant application and agreement to determine eligibility in this case. The Office of HIV/AIDS Housing also expects to designate the appropriate training events, including training on evaluation and dissemination activities, in making use of funds awarded for the collection of data on project outcomes.

*This memorandum replaces the 6/07/01 email that had been forwarded to CPD Directors and HOPWA grantees.*