



*City of*

**MEMPHIS**

HOUSING & COMMUNITY DEVELOPMENT

**FY'26 SCIF**

**Strategic Community Investment Fund**

## **Housing Opportunities for People with Aids (HOPWA) Grant Program Guidelines**

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## **SECTION I**

### **HOPWA GRANT PROGRAM DESCRIPTION**

#### **INTRODUCTION**

The City's Housing Opportunities for Persons with AIDS (HOPWA) Grant Program provides assistance to low-income individuals diagnosed with HIV/AIDS and their family members living with them. The program is part of the City's strategy to provide housing and supportive services to low-income members of special needs populations.

The program is funded with Housing Opportunities for Persons with AIDS (HOPWA) entitlement funds annually awarded to the City by the U.S. Department of Housing and Urban Development (HUD). As such, all activities must comply with applicable HOPWA regulations, which are found in 24 CFR 574. The program is designed to:

- provide a stable living environment in housing that is safe, decent and sanitary and reduces risks of homelessness for persons with HIV/AIDS and improves access to HIV treatment and other health care services for the program participants
- serve low and moderate-income persons diagnosed with HIV/AIDS and their family members living with them by providing HOPWA-eligible housing and services
- serve persons with HIV/AIDS living in Fayette, Shelby and Tipton counties in Tennessee, DeSoto, Marshall, Tate and Tunica counties in Mississippi, and Crittenden County in Arkansas
- award funding for housing and supportive service programs to nonprofit agencies to serve eligible client population
- develop and maintain a continuum of affordable housing assistance programs to prevent homelessness, serve the homeless, and provide other permanent housing opportunities and related supportive services for HOPWA-eligible clients
- work primarily with existing housing resources
- provide services to program participants based on need since this is not an entitlement
- provide one year of funding for approved programs.

The City seeks applications that will:

- help increase access to stable permanent housing opportunities that include low income, permanent housing, program-based, and tenant-based rental assistance, transitional housing and comprehensive, residential alcohol and drug treatment programs for persons with HIV/AIDS
- prevent homelessness
- provide housing accompanied by appropriate supportive services including case management and improved access and usage of HIV/AIDS treatment and other health care
- assess each program participant's housing needs, prepare a housing plan, and work with the person to achieve the plan

- encourage the self-sufficiency and stability of participants by securing eligible mainstream resources and other services that bolster independence as well as employment for participants when feasible. (Mainstream programs may include Food Stamps, TennCare, SSI, and similar Federal and State programs.)
- address priorities identified in the City's Consolidated Plan
- coordinate activities with other public and private agencies serving persons with HIV/AIDS
- provide confidentiality for program participants
- provide services free of charge except for rent.

### **ELIGIBLE APPLICANT**

Nonprofit Organizations

### **CRITERIA FOR HOPWA-FUNDED PROGRAMS.**

Although the **feasibility** of a HOPWA-funded program relies on many factors, the **eligibility** of a program depends on compliance with basic criteria and the provision of adequate information to properly evaluate a proposed program. These are prerequisites for consideration for funding and are explained in more detail in the SCIF Agency Profile or later in this section.

1. The applicant must be a HOPWA eligible program sponsor, a nonprofit organization that meets criteria listed in the SCIF Agency Profile and that includes provision of services/housing to persons with HIV/AIDS as one of its primary purposes.
2. The proposed programs must include **only** HOPWA-eligible activities per 24 CFR 574 and no ineligible activities per HOPWA regulations.
3. The programs may serve only HOPWA eligible program participants, who are low-income individuals diagnosed with acquired immunodeficiency syndrome or related diseases (HIV/AIDS) and the person's family members.
4. Programs must address the goals of the program described above.
5. If an application proposes housing construction and rehabilitation, the programs must comply with the **requirements** for housing construction and rehabilitation found in 24 CFR 574.
6. If the application requests funding for a rental assistance program, it must follow the requirements for rental assistance found in 24 CFR 574 when rental programs are developed.
7. The City's guidelines for short-term rent, mortgage and utility (STRMU) assistance must be followed when STRMU programs are developed.
8. Other requirements affecting all programs must be taken into consideration when designing/developing a HOPWA program.

## **HOPWA ELIGIBLE ACTIVITIES**

There are a number of HOPWA-eligible activities to help meet the housing needs to low-income persons with HIV/AIDS and their families. See 24 CFR 574 for complete information.

- **Housing Information Services** include housing counseling, fair housing information, housing advocacy activities, housing information and referral, and housing search and assistance.
- **Resource Identification** includes outreach and relationship building with landlords, costs involved in creating brochures and web resources as well as staff time to locate and identify affordable housing vacancies.
- **Rental assistance** includes payment of rent, including utilities, for housing which meets local housing codes/quality standards, HUD's standards for Fair Market Rent in the MSA and Marshall, Tate and Tunica counties, and rent reasonableness requirements. Persons that receive rental assistance under this program must pay a portion of their rent and utilities as dictated by HUD guidelines described below. Rental assistance may include program or tenant-based rental assistance but **does not** include short-term supportive housing or short-term rent, mortgage, and utility assistance described below. Rental assistance is not emergency assistance, but it helps individuals access permanent housing.
- **Short-term supported housing** provides funding for temporary shelters which may include emergency / transitional shelters. This type of housing may provide residence to any eligible person for up to 60 days during any 6-month period. (The 60 days do not have to be consecutive.) HUD's Fair Market Rent does not apply to this program, nor do local housing codes and housing quality standards, or rent reasonableness requirements. However, the City expects the housing conditions to be safe and sanitary and the rents reasonable for the type of housing provided.
- **Short-Term Rent, Mortgage, and Utility (STRMU) Assistance** provides payments to prevent the homelessness of a tenant or mortgagor of a dwelling for costs accruing over a period of no more than 21 weeks during any 52-week period. While HUD does not require compliance with Fair Market Rent guidelines, the City's guidelines specify that no rent will be paid that is higher than the applicable FMR. Neither local housing codes and housing quality standards nor rent reasonableness requirements apply to STRMU. However, the City expects the assistance to be reasonable and to be used in emergency situations in order to prevent homelessness. Short-term rent, mortgage and utility assistance are not appropriate as ongoing assistance when less expensive, more appropriate housing should be obtained to ensure a client remains housed. All short-term rent, mortgage and utility assistance programs must comply with the guidelines dictated by the City and the HOPWA Steering Committee.

Housing assisted with STRMU may have been secured prior to any HOPWA-assistance to the client. Or, the funds may be used to pay emergency rent and utilities to clients that have obtained short-term housing through the HOPWA program with deposits and first month's rent being paid through Housing Placement activity funding.

- **Acquisition, rehabilitation, conversion, lease and repair of housing** provides housing with or without on-site supportive services; it may include independent apartments or shared residences; rehabilitation must bring the facility up to current ADA standards; this may include master leasing of an existing facility. All housing eligible under this activity must meet local housing codes and quality standards, rent reasonableness criteria, HUD Fair Market rent standards, and HUD's rent guidelines.
- **New Construction of Housing** is limited to building single room occupancy (SRO) facilities or community residences. This activity provides funding for construction of housing, which will include multi-unit dwellings that meet local housing codes and quality standards, HUD Fair Market rent standards, rent reasonableness requirements and HUD's rent guidelines. HOPWA funds may be used to pay the costs of a percentage of units in a SRO or community residence as long as that percentage of units is used to house persons with HIV/AIDS.
- **Operating Costs for Housing** include costs of property maintenance and upkeep, security measures, insurance, utility costs, furnishings and equipment, operating supplies and other incidental expenses. This category includes costs associated with the operation of Short-Term Supported Housing like emergency and transitional shelters
- **Permanent Housing Placement** is a supportive housing activity that helps establish the household in a housing unit and may include reasonable costs of security deposits and first month's rent for homeless persons. This shall not exceed two months of rent costs.
- **Supportive Services** include the costs of providing a wide range of supportive services like health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, housing case management and other services necessary to ensure the housing stability of the program participant. Although supportive services not directly related to the provision of housing are eligible for HOPWA funding, housing-related activities will be considered a higher priority for funding.
- **Administrative Costs** - Each program sponsor receiving a HOPWA grant may use no more than 7 percent of the amount received for administrative costs. A lump sum is not provided, and costs may include only costs for general management,

oversight, coordination, evaluation and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities.

## **INELIGIBLE ACTIVITIES**

A number of limitations are placed on activities in the HOPWA regulations. They include but are not limited to the following:

- Funds may be used only for activities that are included in the eligible activities described above and listed as eligible for HOPWA-funding in 24 CFR 574.
- Activities are ineligible if they do not serve low-income persons with HIV/AIDS and their family members.
- Activities are ineligible if they do not serve persons living in the MSA.
- Short-term rent, mortgage, and utility assistance to prevent homelessness may not be used to make deposits and pay first month's rent and utilities for homeless persons. (However, Permanent Housing Placement funds may be used for costs not to exceed two month's rent.)
- Short-term rent, mortgage, and utility assistance may not be provided for costs accruing for a period of more than 21 weeks in any 52-week period.
- A short-term supported housing facility may not provide residence to any individual for more than 60 days during any six-month period.
- HOPWA funds may not be used to pay rental assistance for housing units that do not meet local housing codes/quality standards.
- HOPWA funds may not be used to provide rental or utility assistance that exceeds HUD's Fair Market Rent guidelines
- HOPWA funds may not be used to pay rents that are not comparable for similar or like apartments on the local market. (i.e., rents may not exceed HUD's Fair Market Rents for the area.) HOPWA funds may be used to pay only reasonable, customary deposits and may not be used to pay extraordinary deposits or fees required by owners because the population is viewed as one with special needs.
- HOPWA funds may not be awarded to a primarily religious organization unless the organization agrees to provide all services free from religious influences and in accordance with principles spelled out at 24 CFR 574.300 ( c ) ( 1 ).
- Funds may be used to rehabilitate or convert a structure owned by a primarily religious organization only under certain conditions spelled out at 24 CFR 574.300(c) (2). Otherwise, funds may not be used to rehabilitate a facility owned by a church/primarily religious organization.

## **HOPWA-ELIGIBLE PROGRAM PARTICIPANTS**

Eligible person means a person with acquired immunodeficiency (AIDS) syndrome or related diseases who is a low-income individual, as defined by HUD, and the person's

family. Documentation of the person's diagnosis of AIDS must be submitted and be from a reliable source.

Low income means persons or households with incomes at or below 80% of the Area Median Income. The income limits for Fayette, Shelby, and Tipton Counties in Tennessee, Crittenden County in Arkansas and DeSoto County in Mississippi are included in this application. Income limits for Marshall, Tate, and Tunica Counties in Mississippi are included in this application. Income must be documented.

Family means 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 wellbeing, and the surviving member or members of any family described in this definition who were living in a unit assisted under the HOPWA program with the person with AIDS at the time of his or her death.

An agency will be required to document the AIDS diagnosis and income of program participants.

## **REQUIREMENTS FOR HOUSING CONSTRUCTION OR REHABILITATION**

All programs that request funds for construction, rehabilitation or conversion of a structure or housing unit must comply with the following requirements.

1. **Proof of Site Control**  
Proof of site control in the form of a deed, purchase contract or an option should be submitted if improvements are to be made to a building owned by or to be purchased by the applicant. The expiration date of the contract or option must be included. Applications that propose improvements to a leased facility must include a copy of a long-term lease between the applicant and the owner.
2. **Site Information, present zoning and adjoining land uses**  
Site information must include a complete legal description of the property. The present zoning of the property must be indicated as well as any required re-zoning or special use permits required for the proposed use. The adjoining land uses must also be described.
3. **Construction Estimates**  
The proposed construction costs should be based on estimates made by a contractor, engineer, or architect familiar with the program. The City will review these for feasibility.
4. **Design of Improvements**  
The new construction or rehabilitation/conversion improvements must be designed by a licensed architect who will also play an integral part in the public bidding of the program, ensure compliance with all applicable codes and zoning ordinances (including zoning and handicapped accessibility), and oversee construction and verify draw requests.
5. **Competitive Selection of Architects, Engineers & Construction Contractors**



All HOPWA-funded contracts for architectural and engineering services and construction must be awarded in a competitive manner. Methods of bidding and contract award may vary with the approval of the City.

6. **Treatment of Existing Lead-Based Paint and Asbestos**

Elimination or encapsulation of lead-based paint and asbestos in a shelter may be required under certain conditions. Construction estimates should include these costs. Additionally, costs should include a survey of existing lead-based paint and asbestos to be performed prior to construction by qualified entities.

7. **Displacement of Residents or Businesses**

No programs will be funded that result in the displacement of individuals, families or businesses from the site proposed for a shelter.

8. **Compliance with Federal Historic Preservation Guidelines.**

If the building to be rehabilitated is a historically significant structure, the construction work must be undertaken in compliance with Federal Preservation guidelines as interpreted by Memphis Heritage and the State Historic Preservation Office. This may require use of specific materials that should be considered in the construction budget

9. **Minimum Use Requirements.**

Any building assisted with HOPWA funds must be maintained as a facility to provide housing or assistance for individuals with AIDS or related diseases: a) for a period of not less than 10 years in the case of assistance provided as "Acquisition, rehabilitation, conversion, lease, and repair of facilities" or "New Construction" that involve new construction, substantial rehabilitation or acquisition of a building or structure; b) for a period of not less than 3 years in cases involving non-substantial rehabilitation or repair of a building or structure. Substantial rehabilitation is defined as rehabilitation that involves costs in excess of 75 percent of the value of the building after rehabilitation. The applicant must also submit a description of how it plans to manage/operate the rehabilitated structure for the required period of use.

10. **Compliance with Local Codes and State laws.**

Any housing constructed, renovated or operated with HOPWA funds must meet all applicable local construction, housing, and other applicable codes. These include but are not limited to use and occupancy, zoning, fire and safety, as well as health and sanitation standards. Estimated costs of complying with codes should be included in construction costs. Construction permits are required for renovation. If the shelter requires licensing under local or State law, the agency must obtain and keep proper licensure to receive HOPWA funds. No exceptions are made.

11. **Insurance and Bonding Requirements for Construction.**

Bidders and Contractors will be required to meet bonding requirements established by HUD.

12. **Davis-Bacon Wage Rates.**

Davis-Bacon Wage Rates do not apply to HOPWA-funded construction unless they are combined with funds from other Federal programs that are subject to the Act.

## **REQUIREMENTS FOR RENTAL ASSISTANCE PROGRAMS**

Rental assistance (not short-term rent, mortgage and utilities) may be provided to make housing more affordable for low-income persons with HIV/AIDS and their family members. All housing units supported by rental assistance must comply with local housing codes and quality standards. Rents may not exceed HUD's Fair Market Rent guidelines which is included in the application.

HOPWA-funded rental assistance programs pay the difference between HUD's Fair Market Rent and an amount that is the higher of the following:

- 30 percent of the household's monthly adjusted income;

- 10 percent of the household's monthly gross income;

- Or, if the family is receiving payments for welfare assistance from a public agency and a part of the payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs.

Tenant-based rental assistance operates in a manner similar to Section 8 and is tied to the eligible tenant, not the housing unit. The tenant is encouraged to find a housing unit, which, if located in Memphis, the City will inspect for compliance with housing codes and housing quality standards. The tenant enters into a lease with the property owner and, unless the utilities are included in the rent, is responsible for paying utility costs.

Program based rental assistance is tied to a particular program or housing development. The program / development must comply with local housing codes and quality standards. And program participants assisted through this program cannot receive rental assistance except in the units associated with the program.

Leases are required for persons receiving either tenant or program-based rental assistance. Leases are typically limited to a one-year period.

## **SHORT TERM RENT, MORTGAGE, AND UTILITY ASSISTANCE**

**Purpose:** The purpose of STRMU is to assist households facing a housing emergency or crisis that could result in their displacement from their current housing or in homelessness. This activity may use HOPWA funds to provide short-term rent, mortgage and utility assistance to low-income persons diagnosed with HIV/AIDS to forestall eviction, foreclosure, or uninhabitability of the residence.

STRMU is suitable for persons who experience episodic problems with paying rent, mortgage and utility costs and is not suitable for individuals with chronic problems paying these costs. The funding is not suitable as a long-term solution for households that require on-going financial assistance to remain in their homes.

STRMU does not address the needs of people who are homeless. STRMU funds cannot be used to provide first month's rent or security deposits for a person moving into a new housing unit.

STRMU assistance is limited to helping the individual remain in the housing where they reside at the time they seek assistance. The assistance is needs based and is not an entitlement. All STRMU assistance must be provided as part of a housing care plan developed for the client by the HOPWA-funded program sponsor following the limits set in these Policies and Procedures and based on assessed need to the person with AIDS.

- **Area to be Served:**  
Memphis EMSA which includes Fayette, Shelby, and Tipton Counties in Tennessee, Crittenden County in Arkansas, and DeSoto, Marshall, Tate and Tunica Counties in Mississippi.
- **General Requirements:**  
STRMU may be paid only by program sponsors approved for funding through the competitive application process for HOPWA funds awarded to the City of Memphis for the Memphis EMSA and that have an existing HOPWA-funded contract that lists STRMU as a budget line.
- **21 Week Limit:**  
Rent, mortgage and utility assistance is limited to a maximum of 21 weeks in a 52-week period. The process for counting the 52-week period is based on the client's year (when the client's assistance begins) not on the fiscal year of the program sponsor. The 21 weeks do not have to be consecutive during the 52-week period. (Program sponsors should not advertise the guaranteed availability of 21 weeks of assistance, although the full 21 weeks is eligible for funding under the Memphis STRMU program. Instead, program sponsors should develop rental assistance programs for clients that require full assistance or help the client find affordable housing which will not require STRMU assistance for the long term.)
- **Caps on Assistance:**  
An eligible client cannot receive a monthly rental payment that exceeds the area's HUD Fair Market Rent adjusted by unit size and family/household size.
- **Utility Payments:**  
STRMU will pay utilities, including arrearages, with no cap on the amount. However, payment of utility arrearages must achieve two goals:
  - the full amount of utility arrearages is paid
  - the person will be able to resume normal monthly utility payments and, consequently, remain stably housed.When utility arrearages are paid, the 21 weeks begins on the date the bill is due (not on the date when utilities are first provided).
- **Survivor Benefits**  
Survivor benefits in the form of STRMU will be provided for no more than ninety (90) days after the death of the HOPWA-eligible person
- **Eligible Recipients of Payments:**

Eligible recipients of STRMU payments are limited to third parties - - i.e., the owner or management company of a rental housing unit, the holder of the mortgage, or the utility company to which utility costs are due. No check can be provided to an INDIVIDUAL without a tax identification number whether or not this results in the homelessness of the client.

- **Shared Housing:**

STRMU assistance may be provided for shared housing situations as long as the client has a lease for the housing and when the program sponsor determines that such assistance is necessary as part of the client's housing care plan.

- **Roommates:**

STRMU assistance may be provided for roommates that are both eligible for assistance as long as both roommates are listed on the lease or mortgage.

- **Declaration of Family:**

When two individuals apply for STRMU, they must declare as a family or as roommates at the initial assessment. Changes in this declaration, which affects whether two individuals are living as a couple, are not allowed. The declaration affects the size of apartment/amount of assistance that the client is eligible to receive. (i.e., if two people are living as a couple and have no other members of the household, STRMU assistance is capped at the FMR for one bedroom. However, if two people are living as roommates and there are not other members of the family, STRMU assistance will be capped at the FMR for a two-bedroom unit.)

- **1099 Forms:**

Program sponsors administering STRMU are responsible for submitting an IRS 1099 form to all entities that receive STRMU payments.

- **Habitability Standards**

Program sponsors administering STRMU are responsible for ensuring that a unit receiving more than 16 weeks of STRMU assistance meets HUD's habitability standards.

## **OTHER REQUIREMENTS AFFECTING ALL PROGRAMS**

The following requirements apply to HOPWA-funded programs.

1. **Fees for Services.**

The program sponsor may charge no fee, except rent, of any eligible person for any housing or services provided with amounts from a HOPWA-funded grant.

2. **Disbursement of Funds.**

Grant funds are not awarded in one lump sum. They are paid on a monthly basis to agencies on a reimbursement basis for eligible costs incurred. Agencies awarded HOPWA funds for operating / maintenance, rental assistance and other non-construction activities are expected to have adequate cash flow to pay program costs and then request reimbursement from the City. However, funds for construction or rehabilitation will be paid when costs have been incurred. These construction-related payments are not reimbursements and an agency is not expected to have adequate cash flow to pay for construction costs. No funds will

be used to reimburse costs incurred before the beginning of the grant cycle on July 1<sup>st</sup> or before the award of the grant, environmental clearance of the program by the City, and execution of the contract between the City and the applicant agency.

**3. Federal Administrative Requirements.**

Agencies must comply with Federal administrative requirements. All agencies awarded HOPWA grants will be required to comply with a variety of requirements governing their use of Federal funds. These include but are not limited to:

- \* Standards for Financial Management (OMB Circular A-110)
- \* Cost Principles and Allowable Costs (OMB Circular A-122)
- \* Federal Audit Standards (OMB Circular A-133)
- \* Conflict of Interest (OMB Circular A-110 and 24 CFR 574.440)
- \* Procurement Principles (OMB Circular A-110)

Additionally, agencies awarded HOPWA grants will be required to open their books to a representative of the Internal Audit Department of the City to evaluate their financial management systems. City staff will monitor each program to ensure compliance with the terms of the funding agreement between the City and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

**4. Allocation of Costs.**

Costs of activities/programs funded by several sources must be allocated appropriately. When an agency receives funding from several sources for the same activity or program, the costs must be allocated among the sources in an acceptable manner. The City must approve the allocation plan.

**5. Liability Insurance.**

Liability insurance is required for all HOPWA grants. All agencies awarded grants will be required to obtain the following liability coverage's:

- General liability insurance in the amount of Two Million Dollars (\$2,000,000.00)
- Automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00)
- Worker's Compensation insurance for agencies with five (5) or more employees.

**6. Handicapped Accessibility.**

All programs must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

**7. Nondiscrimination.**

All agencies must ensure nondiscrimination. This applies to employment and contracting as well as to marketing and selection of program participants. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disability includes persons living with AIDS.

**8. Formal Termination Policy.**

Agencies awarded funds must develop a formal Termination policy that clearly describes a process by which clients' services may be terminated if program requirements are violated.

**9. Supportive Assistance.**

Agencies awarded funds must assure that persons with AIDS are given assistance in obtaining appropriate supportive services, including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must assure that the persons with HIV/AIDS are assisted in obtaining other Federal, State, local and private assistance available for such persons. This will include individually assisting clients to identify, apply for and obtain benefits under each of the following mainstream health and social services programs for which they are eligible: TANF, Medicaid, SCHIP, SSI, Food Stamps, Workforce Investment Act, and Veterans Health Care Programs.

**10. Confidentiality.**

Agencies/program sponsors must ensure the confidentiality of both the name of any individual assisted by HOPWA and any other information regarding individuals receiving assistance through this program per 24 CFR 574.625.

**11. Other Federal Regulations.**

Agencies awarded funds must agree to comply with all applicable Federal regulations. All agencies awarded funding will be required to comply with the regulations. Please review this carefully. Exceptions are not made.

**12. Participation in AIDS Consortium.**

Each agency awarded HOPWA funds is required to be a member of the AIDS Consortium headquartered at United Way of the Mid-South and to participate in monthly meetings.

**13. Participation in HMIS database.**

Each agency awarded HOPWA funds will be required to regularly submit information to Community Alliance for the Homeless for their database if the agency serves the homeless. The City's intention is to strengthen participation in this database so it can become a more accurate and useful tool in planning and administering programs for the homeless.

## SECTION II

### APPLICATION SELECTION PROCESS

#### **THRESHOLD REQUIREMENTS**

All proposals submitted by the deadline will be reviewed by the Homeless and Special Needs Department staff for technical completeness and adherence to the format required and in this HOPWA Program Application Packet. **If an applicant does not submit the required documents at the time of the application submitted deadline, the City will reject that application.** The applicant will be informed of the rejection by letter.

Technically complete applications will be reviewed by City staff to determine applicant eligibility and program eligibility.

1. Applicant Eligibility - Staff will review information required in the SCIF General Application to determine whether the agency is eligible for HOPWA funding. If the City determines these standards are not met, the program will be rejected, and the applicant agency notified by letter. If the applicant is found to be eligible, the application will be reviewed for program eligibility.
2. Program Eligibility - Staff will review the HOPWA Program Application to determine whether the proposed activities are eligible for HOPWA funding. If activities are not eligible, the application will be rejected, and the applicant agency notified by letter. Applications proposing services to ineligible participants will be rejected. If the activities are found to be eligible, the application will be submitted to the review committee for consideration.

#### **GRANT REVIEW AND SELECTION PROCESS**

To review and rank applications, the City will appoint a Grant Review Committee, including persons not employed by the City to obtain certain expertise and outside points of view. These individuals may include representatives from other funding sources within Memphis and from programs that work with agencies that serve persons living with AIDS or that are knowledgeable about various aspects of housing services. The City will not appoint individuals that have assisted or plan to assist applicants with preparing applications for these funds. Nor will it appoint individuals that are employed by agencies that submit an application for the HOPWA funds.

Committee members will review eligible applications and will determine the steps in the review process with regard to making on-site visits to agencies or inviting agency representatives to attend a Review Committee meeting to answer questions about their applications. The City will make available to committee members all monitoring information related to grants previously awarded to the applicant.

## **RATING AND RANKING**

Members of the Review Committee will rate and rank applications. The points awarded for the rating factors total 100. The factors for rating and ranking applicants are listed below in the appendix section. Each applicant should carefully read the factors for rating and ranking applications described below.

**Applicant capacity.** Up to 20 points will be awarded based on the extent to which the application demonstrates that the applicant agency has the capacity and capability to effectively administer the proposed HOPWA activity. The application must demonstrate that the agency staff has adequate credentials and experience to carry out the proposed program. This means that in addition to knowledge of and experience in serving persons with AIDS, the organization carrying out the program, its employees, or its partners, must have the necessary experience and qualifications to carry out the specific activities proposed. Factors to be considered will include: prior agency experience and results in the type of work being proposed, suitable agency fiscal capacity and organizational infrastructure to implement the program; and employee experience and credentials in the area to be implemented. The City's monitoring records of previously funded programs will also be included in determining applicant capacity.

**Program quality.** Up to 20 points will be awarded based on the extent to which the application demonstrates the quality of the program. The housing and services proposed must be appropriate to the needs of the persons to be served. The application must demonstrate a clear understanding of the needs of the clients, the services to be offered, and the effectiveness of the services in meeting those client's needs. The City may consider a program to be of poor quality if:

- The type and scale of the housing and services proposed clearly do not fit the needs of the proposed participants (e.g., the application proposes to house homeless families with children in the same space as homeless persons with mental illness or alcohol and drug problems or proposes to separate members of the same family without an acceptable rationale.)
- The application does not show how the program will help participants to access permanent housing, achieve housing stability and obtain needed medical care and supportive services.
- The application does not show how the program will protect the confidentiality of the clients.
- The program is not cost-effective in the Committee's opinion and all costs are not reasonable, but deviate substantially from the norm in Memphis;
- The application shows no evidence of collaboration with other existing programs and services for persons with AIDS;
- The shelter proposed does not meet City code, health or safety standards;
- The agency does not participate in Community Alliance's database, and/or is not a member of the Memphis AIDS Consortium.



- The application does not describe how the agency will assist clients enroll in mainstream programs for which they are eligible.

**Need for Program.** Up to 30 points may be awarded based on the extent to which the application demonstrates the need for the program. It must describe the need for the specific program vis-à-vis existing services. The program may be judged to adequately describe the need for the program if it addresses the following points:

1. The need for the program is documented by use of waiting lists, references to similar programs, etc.
2. The program is consistent with the priorities described in the City of Memphis Consolidated Plan;
3. The program does not duplicate existing programs and services which will continue to be operational during the funding period.

**Operational Feasibility.** Up to 30 points may be awarded based on the extent to which the application demonstrates the feasibility of the program. The application must include:

1. Clear and complete plans for implementing the program;
2. Adequate committed funding to implement the program;
3. An adequate strategy for securing additional support and commitment;
4. Adequate number of well-trained staff to carry out the proposed program;
5. Indicators that demonstrate that the program is ready to be implemented.

The scores for each factor will be added in order to obtain a total score for each application. The applications will then be ranked from highest to lowest according to the combined scores. Funding will be awarded to applications according to ranking, beginning with the highest score.

The Director of the Division of Housing and Community Development will review and approve Committee Recommendations.

The City reserves the right to adjust funding amounts.

### **GRANT AWARD AND IMPLEMENTATION PROCESS**

As soon as programs are approved, the City will contact agencies by letter to announce the awards and to begin negotiation of the funding agreements. If agency awards are less than original requests, the agency will be asked to provide a revised scope of services, revised budget and measurable goals for the contract. The City will make its best efforts to complete environmental and other reviews and contract execution so that program funding will be effective July 1<sup>st</sup>.

## **PROGRAM COMPLETION AND EXPENDITURE OF FUNDS**

The City must ensure that all HOPWA funds awarded through this process are expended within 3 years of the date HUD awards the City funds. The contracts will be for a one-year period beginning July 1<sup>st</sup>. **The City reserves the right to reallocate HOPWA funds if a program is not operational and funds are not being spent in a timely manner.**

## **CITY CONTACTS TO ANSWER QUESTIONS**

Inquiries regarding this grant program should be directed to:

### **Travis Young**

Community Housing Manager  
901.636.7431

[Travis1.young@memphistn.gov](mailto:Travis1.young@memphistn.gov)

### **Kimberly Mitchell**

Administrator, Homeless & Special Needs Department  
901.636.7347

[Kimberly.Mitchell@memphistn.gov](mailto:Kimberly.Mitchell@memphistn.gov)

### SECTION III

#### HOPWA GRANT PROGRAM APPLICATION PROGRAM INFORMATION

Program Sponsor:	
EIN Number:	
Contract Period:	
HOPWA Request:	
Address:	
City/State/Zip:	
Agency Director:	
(Area Code) Phone No.:	
HOPWA funding will not be available to pay costs incurred before July 1, 2025 and will provide funding for one year through June 30, 2026 unless otherwise stated by the City.	

1. Provide a three or four sentence synopsis of your proposed program including a description of the service area in which you propose to work, the proposed housing and services, and the number of clients you intend to serve.
2. Briefly describe the proposed program including the eligible HOPWA activities for which funding is requested, the type of housing and/or housing related services proposed, the particular HIV/AIDS population to be served, the number of persons to be served by each activity and the term of the proposed funding. Please remember that the period of funding is **ONE** year from July 1, 2025 through June 30, 2026.
3. Describe the population to be served by the proposed HOPWA program including: a) their characteristics and needs for housing and supportive services; b) where they will come from; and c) outreach that will bring them into the program.  
The description must demonstrate that the population meets HUD's criteria for eligibility to receive HOPWA-funded services and housing. Additionally, you should describe the needs of the group that the program will serve indicating the

type of housing and supportive services they will need. The description should show that the program will be coordinated with services and housing provided by other service providers for persons with HIV/AIDS.

4. Describe the housing where the program participants will reside including:
  - a) the type of housing (short-term supported housing facilities / emergency or transitional shelters, single room occupancy facilities, community group homes, privately owned homes or apartments, housing owned or leased by nonprofit agencies, etc.);
  - b) the number of units of housing that will be provided;
  - c) the number of individuals / households to be served;
  - d) describe how you will ensure that the units will be accessible to persons with disabilities in accordance with applicable laws;
  - e) describe any limits on a resident's length of stay;
  - f) describe how the type, scale and other characteristics of the housing are appropriate for and meet the needs of the target population.
5. Describe any rental assistance the program participants will receive including:
  - a) The type of rental assistance (tenant or program based rental assistance, rental assistance through master leasing of housing units, or short-term rent, mortgage and utility assistance);
  - b) limits on the length or amount of rental support; and
  - c) describe how the type and scale of rental assistance meets the needs of the target population.
6. Describe the supportive services that the participants will receive including:
  - a) how the type (case management, job training, life skills training) and the scale (the frequency and duration of the services) will fit the needs of the participants;
  - b) what agency will provide the supportive services, where they will be provided and what transportation will be available to the participants to access those services;
  - c) how you plan to ensure that the participants will be individually assisted to identify and apply for and obtain benefits under mainstream health and social services programs for which they are eligible: TennCare, SSI, Food Stamp, and so forth;
  - d) how the services will increase the participants' access to appropriate healthcare; and
  - e) how the services will increase the participants' access to employment
7. Describe how this program will be coordinated with other agencies that serve low-income persons with AIDS. Include a brief description of your intake and referral process, how you share clients and coordinate services with other agencies. Please include in your answer a response to the following:
  - Is your agency a participating member of the Mid-South Coalition on HIV/AIDS?

- If your agency will serve the homeless, is your agency a participating member in the Community Alliance for the Homeless?
  - If your agency will serve the homeless, does your agency provide data to Community Alliance for the Homeless for its Homeless Management Information System (HMIS) database on a regular basis?
  - If your agency serves the homeless or provides services to prevent homelessness, how does your agency work with the Continuum of Care Network?
8. Describe how the proposed program will help the program participant establish and maintain stable ongoing residency.
9. Describe how the proposed program will reduce the risks of homelessness for the proposed population.
10. Describe how the proposed program will ensure the program participant develops an individualized service plan and increases access to health care services.
11. Does your agency plan to acquire, repair or renovate existing housing or acquire a site for construction of new housing using HOPWA funds?
- If so, list the address and include a photograph of the building/site as well as documentation of site control.
- Or, is your agency leasing the structure to be renovated?  
If so, include a copy of the current lease.
12. Describe the experience your agency has in repairing/renovating or constructing new housing. List the experience of all entities involved in the planned program.
13. If you plan to use HOPWA funds to renovate or operate a shelter, will it be licensed?
- If so, by what agency and for what services?
14. If you plan to use HOPWA funds to construct a new SRO or community residence or acquire and/or renovate housing for persons with HIV/AIDS, you must agree to operate those units for the appropriate use period dictated by HOPWA regulations. To ensure that you are able to manage/operate the housing, the City requires that you submit a management/operational plan for the use period. If your program proposes repairs or non-substantial rehabilitation, you must submit a three (3) year management/operations plan. You should provide a ten-year plan if you are

requesting funds for substantial rehabilitation (greater than 75% of the value of the property after rehab) or new construction of an SRO or community residence.

15. If you are requesting funds to operate a shelter, please provide a management /operation plan for the period of the proposed grant. Also, please describe the experience your agency has in operating a shelter or group housing program.
16. List staff members and positions currently employed by your agency that will be paid with HOPWA funds. Also attach resumes, job descriptions, and salaries as well as other information that demonstrate that the staff has appropriate credentials and experience to carry out the jobs.
17. List new staff positions that will be created to carry out the proposed program.

Attach a copy of job descriptions, employment requirements, and proposed salaries for each new staff position to be funded through this grant.

Job Titles	Qualifications	Proposed Salaries

18. If you are awarded HOPWA funds, how do you plan to fund/operate the program after they are spent? What long-range plans do you have for the program? Be specific.
19. If your program does not receive HOPWA funds or receives less than you are requesting, are specific activities higher priorities for funding than others? Please list them beginning with the highest priority and associated budget amount.
20. Provide a schedule or timetable for implementing your program. Funds will be available on July 1, 2025.

**CURRENT INCOME LIMITS (as of April 2024)**  
**Fayette, Shelby and Tipton Counties in Tennessee,**  
**Crittenden County in Arkansas and Desoto County in**  
**Mississippi**

<b>FAMILY SIZE</b>	<b>80% Median Family Income</b>	<b>50% Median Family Income</b>	<b>30% Median Family Income</b>
1 PERSON	\$47,750	\$29,850	\$17,900
2 PEOPLE	\$54,550	\$34,100	\$20,450
3 PEOPLE	\$61,350	\$38,350	\$23,000
4 PEOPLE	\$68,150	\$42,600	\$25,550
5 PEOPLE	\$73,650	\$46,050	\$27,600
6 PEOPLE	\$79,100	\$49,450	\$29,650
7 PEOPLE	\$84,550	\$52,850	\$31,700
8 PEOPLE	\$90,000	\$56,250	\$33,750

The FY2024 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low-income limits may equal the very low (50%) income

## CURRENT INCOME LIMITS (as of April 2024) Marshall County, Mississippi

FAMILY SIZE	80% Median Family Income	50% Median Family Income	30% Median Family Income
1 PERSON	\$36,700	\$22,950	\$13,800
2 PEOPLE	\$41,950	\$26,200	\$15,750
3 PEOPLE	\$47,200	\$29,500	\$17,700
4 PEOPLE	\$52,400	\$32,750	\$19,650*
5 PEOPLE	\$56,600	\$35,400	\$21,250*
6 PEOPLE	\$60,800	\$38,000	\$22,800*
7 PEOPLE	\$65,000	\$40,650	\$24,400*
8 PEOPLE	\$69,200	\$43,250	\$25,950*

The FY2024 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low-income limits may equal the very low (50%) income



## CURRENT INCOME LIMITS (as of April 2024) Tate County, Mississippi

<b>FAMILY SIZE</b>	<b>80% Median Family Income</b>	<b>50% Median Family Income</b>	<b>30% Median Family Income</b>
1 PERSON	\$40,750	\$25,450	\$15,300
2 PEOPLE	\$46,550	\$29,100	\$17,450
3 PEOPLE	\$52,350	\$32,750	\$19,650
4 PEOPLE	\$58,150	\$36,350	\$21,800
5 PEOPLE	\$62,850	\$39,300	\$23,550
6 PEOPLE	\$67,500	\$42,200	\$25,300*
7 PEOPLE	\$72,150	\$45,100	\$27,050*
8 PEOPLE	\$76,800	\$48,000	\$28,800*

\*The FY2024 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low-income limits may equal the very low (50%) income

## CURRENT INCOME LIMITS (as of April 2024) Tunica County, Mississippi

<b>FAMILY SIZE</b>	<b>80% Median Family Income</b>	<b>50% Median Family Income</b>	<b>30% Median Family Income</b>
1 PERSON	\$38,300	\$23,950	\$14,350
2 PEOPLE	\$43,750	\$27,350	\$16,400
3 PEOPLE	\$49,250	\$30,800	\$18,450
4 PEOPLE	\$54,700	\$34,200	\$20,500*
5 PEOPLE	\$59,100	\$36,950	\$22,150*
6 PEOPLE	\$63,500	\$39,700	\$23,800*
7 PEOPLE	\$67,850	\$42,450	\$24,450*
8 PEOPLE	\$72,250	\$45,150	\$27,100*

\*The FY2024 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low-income limits may equal the very low (50%) income limits.

**CURRENT FAIR MARKET RENTS  
FOR  
Fayette, Shelby and Tipton Counties in Tennessee,  
Crittenden County in Arkansas and DeSoto County in  
Mississippi (FY2025)**

	<b>Efficiency</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>
<b>Fair Mkt</b>	\$1,105	\$1,207	\$1,355	\$1,781	\$2,086

**CURRENT FAIR MARKET RENTS  
FOR  
Marshall County, Mississippi (FY2025)**

	<b>Efficiency</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>
<b>Fair Mkt</b>	\$858	\$864	\$1,133	\$1,365	\$1,767

**CURRENT FAIR MARKET RENTS  
FOR  
Tate County, Mississippi (FY2025)**

	<b>Efficiency</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>
<b>Fair Mkt</b>	\$825	\$831	\$1,090	\$1,346	\$1,658

**CURRENT FAIR MARKET RENTS  
FOR  
Tunica County, Mississippi (FY2025)**

	<b>Efficiency</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>
<b>Fair Mkt</b>	\$999	\$1,098	\$1,234	\$1,487	\$1,636

## HOPWA GRANTS RATING/RANKING FORM FY26

Applicants must have a minimum score of 75 to be considered for funding.

Proposal No: \_\_\_\_\_ Applicant \_\_\_\_\_  
Program Title: \_\_\_\_\_

### **APPLICANT CAPACITY**

(Maximum 20 points)

- Does the agency have sufficient *qualified staff* to carry out the program?
- Does the agency/staff have suitable prior experience serving target population?
- Does the agency have a positive record of implementing similar programs?
- Does the agency have capacity for the proposed program vis-a-vis current activities and program commitments?
- Does the agency have adequate fiscal capacity to implement the program?

### **NEED/ EXTENT OF PROBLEM**

(Maximum 30 points)

- Are the needs of the target population and the need for the program described well?
- Is the program consistent with the priorities described in a Con Plan?
- Does the application demonstrate the need for the program?
- Does the program duplicate existing programs and services?
- Is there a demand for the services? Are there waiting lists, etc.?

### **SOUNDNESS OF APPROACH**

(Maximum 20 points)

- Are the services and programs to be offered clearly described as well as the specific target population to be served?
- Do the proposed services respond to the needs of the population to be served? Are the type and scale of services appropriate for the target population?
- Does the program propose adequate and appropriate services for the population?
- Does the application include expected outcomes and specific measures by which the program's success can be assessed periodically?
- Does the proposed program encourage service coordination with other organizations?

### **OPERATIONAL FEASIBILITY**

(Maximum 30 points)

- Does the application contain clear and complete plans for implementing the program?
- Is committed funding adequate for implementation of the proposed program?
- Is the strategy for securing additional support and commitment adequate?
- Is the proposed staffing and training adequate for the proposed services?
- Is the program ready to be implemented? How soon?

### **TOTAL POINTS AWARDED**

\_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING BUDGET JUSTIFICATION

The Budget Justification is a narrative explanation of the HOPWA funding requested. Please itemize costs for each category indicated on your budget on page 19 as per the following guidelines. The following information is to serve as a guide for the completion of your agency's budget justification. **THE FOLLOWING ARE EXAMPLES ONLY.**

### **Short-Term Housing**

Maximum monthly rent	Units of rental assistance	Total HOPWA rent request
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### **Permanent Housing Placement - Rent & Utility Deposits/ First Month's Rent**

(Not to exceed the value of two month's rent)

Maximum Rent Deposit	Maximum Utility Deposit	Maximum First Month's Rent	Number of Units of Service	Total HOPWA Cost
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### **Personnel Costs - Salaries and Fringes:**

Position Title	No. of Positions	Hourly Wage	No. of Hours Per Pay Period	Total Cost	% charged to HOPWA	Total HOPWA
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Social Sec. Medicare Health Ins. Pension	Rate	Salary	Total Cost	% HOPWA	Total HOPWA
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## CRITERIA FOR DEFINING HOMELESS

<b>Category 1</b>	Literally Homeless	<p>(1) Individual or family who lacks a fixed , regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>• Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>• Is living in publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local governments); or</li> <li>• Is exiting an institution where (s) he resided for 90 days or less <b>and</b> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</li> </ul>
<b>Category 2</b>	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>• Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>• No subsequent residence has been identified; <b>and</b></li> <li>• The individual or family lacks the resources or support networks needed to obtain other permanent housing.</li> </ul>
<b>Category 3</b>	Homeless under other Federal statues	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>• Are defined as homeless under the other listed federal statues;</li> <li>• Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application ;</li> <li>• Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <b>and</b></li> </ul>

		<ul style="list-style-type: none"> <li>• Can be expected to continue in such status for an extended period of time due to special needs or barriers.</li> </ul>
<b>Category 4</b>	Fleeing/Attempting to Flee Domestic Violence	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>• Is fleeing, or is attempting to flee, domestic violence;</li> <li>• Has no other residence: <b><u>and</u></b></li> <li>• Lacks the resources or support networks to obtain other permanent housing.</li> </ul> <p>:</p>

## RECORD KEEPING REQUIREMENTS

Category 1	Literally Homeless	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; <b>or</b></li> <li>• Written referral by another housing or service provider; <b>or</b></li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li> <li>• For individuals exiting an institution – one of the forms of evidence above <u>and</u>:</li> <li>• Discharge paperwork or written/oral referral, <b>or</b></li> <li>• Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution</li> </ul>
Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <b>or</b></li> <li>• For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; <b>or</b></li> <li>• A documented and verified oral statement; <b>and</b></li> <li>• Certification that no subsequent residence has been identified; <b>and</b></li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing.</li> </ul>



Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> <li>• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and</li> <li>• Certification of no PH in last 60 days; and</li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s) he has moved two or more times in the last 60 days; and</li> <li>• Documentation of special needs or 20 or more barriers.</li> </ul>
Category 4	Fleeing/Attempting to Flee Domestic Violence	<ul style="list-style-type: none"> <li>• <b>For victim service providers:</b> An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self- certification or a certification by the intake worker.</li> <li>• <b>For non-victim service providers:</b> Oral statement by the individual or head of household seeking assistance that are fleeing. This statement is documented by a self-certification or by a case worker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and</li> </ul> <p>Certification by the individual or head of household that no subsequent residence has been identified; and</p> <p>Self-certification or written documentation, that the individual or family lacks the financial resources and support networks to obtain permanent housing:</p>

## SAMPLE BUDGET (AGENCY)

Dear Applicant,

Complete all the required budget information before submitting your application. The Agency Revenue & Expenditures Budget is the organization's total income and expenses for a three-year period. Kindly itemize your revenue and expenses for past, present, and future costs for each category indicated on the budget. The revenue section should represent all income your organization has or will receive. The expenses section represents how the funds were spent. This is required to determine the soundness of your organization and need for funds.

**APPLICATIONS WITH INCOMPLETE BUDGETS WILL BE PENALIZED.**

### APPLICANT/AGENCY BUDGET TOTAL AGENCY REVENUES AND EXPENDITURES

Agency Name: enter agency name here

Agency Fiscal Year: \_\_\_\_\_

REVENUE	Actual FY2024 Budget*	Current FY2025 Budget*	Estimated FY2026 Budget*
Agency Fund-raising			
Donations			
Government Grants (Public)			
Loans			
Non-Govt. Grants			
Fees for Services			
Other Income			
<b>TOTAL REVENUE (A)</b>	0	0	0

EXPENDITURES	Actual FY2024 Budget*	Current FY2025 Budget*	Estimated FY2026 Budget*
Salaries			
Employee Taxes & Benefits			
Professional Fees			
Contracted Services			
Subscriptions/Memberships			
Communications			
Materials and Supplies			
Occupancy / Rent			
Local Transportation			
Client Services			
Major Equip. Purchases			
Bookkeeping/Audit			
Bank Fees & Interests			
Utilities			
Postage			
Phone Services			
Other			
<b>TOTAL EXPENDED (B)</b>	0	0	0

BALANCE (A-B)	Actual FY2024 Budget*	Current FY2025 Budget*	Estimated FY2026 Budget*
Revenue - Expenditures	0	0	0

## SAMPLE BUDGET (PROGRAM)

Dear Applicant,

Complete all the required program budget as well as the justification section before submitting your application. Your Budget Justification should provide a narrative explanation of the HOPWA funding requested. Be sure to itemize costs for each category indicated on your Program Budget.

**YOUR APPLICATION WILL BE REJECTED IF THE PROGRAM BUDGET JUSTIFICATION IS NOT SUBMITTED.**

**"Applications with Incomplete Budgets will be Penalized"**

Program Budget	
Agency Name:	
Program Name:	
Proposed Funding Period (from/to):	
HOPWA ELIGIBLE ACTIVITIES (list total requested amount for each activity).	
ACTIVITIES	Total Budget
<b>Housing Information Services</b>	
Housing Counseling	\$ -
Housing Advocacy	\$ -
Housing Search and Assistance	\$ -
<i>Fair Housing Services</i>	\$ -
<i>Housing Information Services and Referral</i>	\$ -
<b>Resource Identification</b>	
Outreach and relationship building with landlords	\$ -
Creating brochures & web resources	\$ -
Staff time to locate and identify affordable housing vacancies	\$ -
<b>Rental Assistance</b>	
Tenant Based Rental Assistance	\$ -
Project Based Rental Assistance	\$ -
<b>Operating Costs for Housing</b>	
Property Maintenance	\$ -
Insurance	\$ -
Furnishings	\$ -
<i>Operating Supplies</i>	\$ -
<i>Security</i>	\$ -
<i>Utility Costs</i>	\$ -
<i>Equipment</i>	\$ -
<i>Salaries</i>	\$ -
<i>Other (List) This amount covers transportation for staff, costs for ce</i>	\$ -
<b>Short-Term Supported Housing</b>	
Costs of operating emergency of transitional shelters	\$ -
<b>Short-Term Rent Mortgage and Utility Assistance</b>	
Rent, Mortgage and Utility Payments	\$ -

<b>Acquisition, rehabilitation, conversion, lease and repair of existing housing</b>	
Acquisition	\$ -
Architect/Engineer	\$ -
Lease	\$ -
<i>Rehab. Conversion/Repair</i>	\$ -
<b>New Construction of Housing (SRO and Community Residences)</b>	
Architect/Engineer	\$ -
Construction	\$ -
<b>Supportive Services</b>	
<i>Housing Assessment &amp; Case Management</i>	\$ -
<i>Drug &amp; Alcohol Abuse Treatment/Counseling</i>	\$ -
<i>Mental Health Services</i>	\$ -
<i>Other: Childcare, contract services and other staff support</i>	\$ -
<i>Permanent Housing Placement</i>	\$ -
Administrative Costs (not to exceed 7% of budget)	\$ -
<b>Total HOPWA Request</b>	<b>\$ -</b>

**PROGRAM BUDGET (Sources & Uses)**

<b>PROGRAM REVENUE SOURCES (List all sources leveraged by this HOPWA grant).</b>	<b>AMOUNTS</b>
Agency Fundraising	\$ -
Donations	\$ -
Government Grants (Public)	\$ -
Loans	\$ -
Non-Govt. Grants	\$ -
Non-Govt. Loans	\$ -
Foundation Awards (Private)	\$ -
Fees for Services	\$ -
Other Income	\$ -
<b>TOTAL REVENUE (A)</b>	\$ -

<b>BUDGETED ACTIVITIES</b>	<b>FY 2022 HOPWA Budget</b>	<b>Other Program Funds</b>	<b>Total Program Budget</b>
A. Housing Information Services			0
Salaries & Fringes			0
3rd Party Contracts			0
Other			0
B. Resource Identification			0
Salaries & Fringes			0
3rd Party Contracts			0
Other			0
C. Rental Assistance	\$0		0
D. Operating Costs for Housing			0
Salaries & Fringes	0.00		0
Maintenance	0		0
Furnishings & Equipment	0		0
Security	0		0
Operating Supplies	0		0
Other	0		0
E. Short-Term Housing			0
Costs of Shelters			0
F. Short-Term Rent/Mort/Utility Asst			0
G. Construction/Rehab of Housing			0
Acquisition of Real Property			0
Lease of Real Property			0
Architect/Engineer Costs			0
Rehab or New Construction			0
Repairs			0
H. Supportive Services			0
Salaries & Fringes	0.00		0
Contract & Professional Services	0		0

I. Permanent Housing Placement	0		0
J. Administrative Costs (Do not exceed 7% HOPWA budget)	0.00		0
<b>TOTAL EXPENDITURES</b>	0	0	0

PROGRAM BUDGET JUSTIFICATION	
Please provide a narrative explanation of the HOPWA funding requested. Kindly itemize costs for each category indicated in your program budget. See guidelines for additional information.	
<b>Housing Information Services: Clearly explain this line item focusing on both Budget 1 and Budget 2, as applicable to your organization.</b>	
<b>Resource Identification: Clearly explain this line item focusing on both Budget 1 and Budget 2, as applicable to your organization.</b>	
<b>Rental Assistance: Clearly explain this line item focusing on both Budget 1 and Budget 2, as applicable to your organization.</b>	
<b>Operating Costs for Housing: Clearly explain this line item focusing on both Budget 1 and Budget 2, as applicable to your organization.</b>	

<b>Short-Term Housing: (Maximum monthly rent x # of Units for rental assistance = Total Rent Request) Include additional narrative, if needed.</b>
<b>Supportive Services</b>
<b>Permanent Housing Placement - Rent &amp; Utility Deposits/First Month's Rent. Note: This line item is not to exceed the value of two month's rent:</b>
<b>Administrative Costs: Clearly explain this line item focusing on both Budget 1 and Budget 2.</b>