



# Implementing the CARES Act for HOPWA Competitive Renewal Grantees

May 20, 2020



# Presenters

## **Office of HIV Housing:**

Rita Harcrow, Director

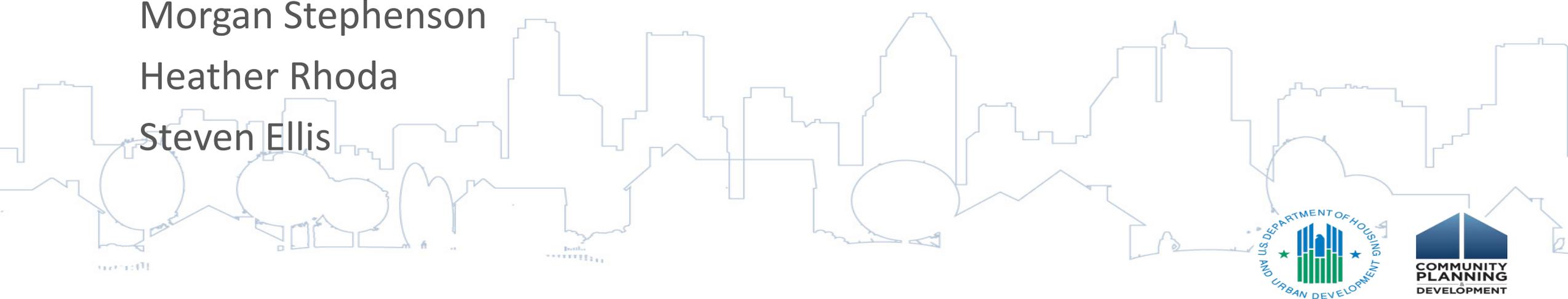
Lisa Steinhauer, CPD Specialist

## **The Cloudburst Group:**

Morgan Stephenson

Heather Rhoda

Steven Ellis



# Webinar Objectives

- Describe and discuss the development of initial plans, formulating budgets, and creating a complete submission for Competitive Renewal HOPWA Grantees per [HOPWA Notice CPD-20-05 CARES Act Implementation Instructions and Related Flexibilities for HOPWA](#) issued on May 8, 2020.
- Identify where Competitive Renewal Grantees can go for additional information and assistance
- Answer questions related to descriptive plan requirements



# Competitive Renewal Grantee Plan Requirements

## *Summary – Request & Grant Agreement Process*

Competitive grantees will sign a grant agreement in order to accept the CARES Act grant funds from HUD.

To initiate this process, each competitive grantee should submit a descriptive package to OHH via the HOPWA email box [HOPWA@HUD.gov](mailto:HOPWA@HUD.gov). The package should include:

- SF-424
- SF-424D
- HUD 40110-B, HOPWA Budget Form
- Brief description of planned uses of grant funds

There must be a separate descriptive package developed and submitted for each CARES Act award.

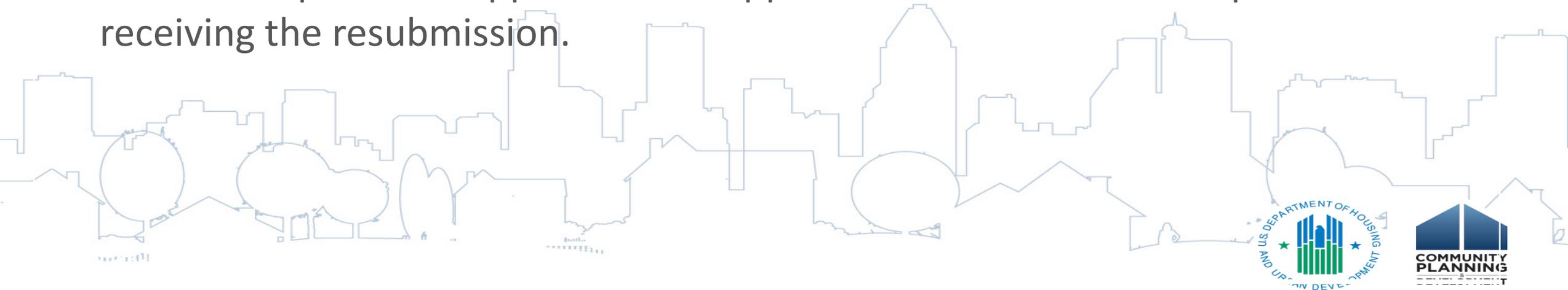
**Submit By: June 1, 2020**



# Competitive Renewal Grantee Plan Requirements

## *Summary – HUD Review Process*

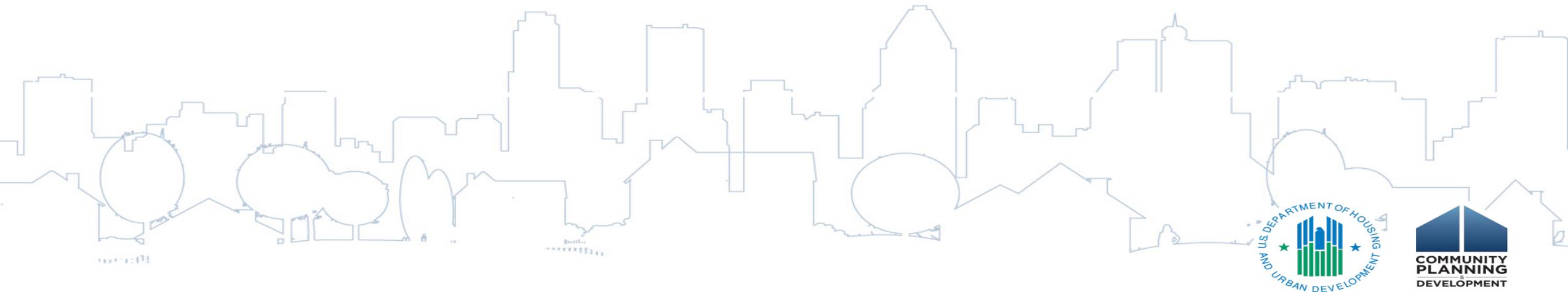
- HUD will expedite its approval or disapproval of the descriptive packages;
- HUD recommends that grantees with disapproved descriptions revise and resubmit within 15 business days after HUD sends the first notification of its disapproval; and
- HUD will expedite its approval or disapproval of the revised descriptions after receiving the resubmission.



# Competitive Renewal Grantee Plan Requirements

## *Summary – Next Steps for Approved Submissions*

- OHH will forward approved submissions to Field Offices and ‘okays’ proceeding with executing grant agreements.
- Field Offices will contact Grantees for executing grant agreements.



# How to Complete a Descriptive Package for each HOPWA Competitive CARES Act Award

SF-424

SF-424D

HUD 40110-B, HOPWA Budget Form

Brief Description

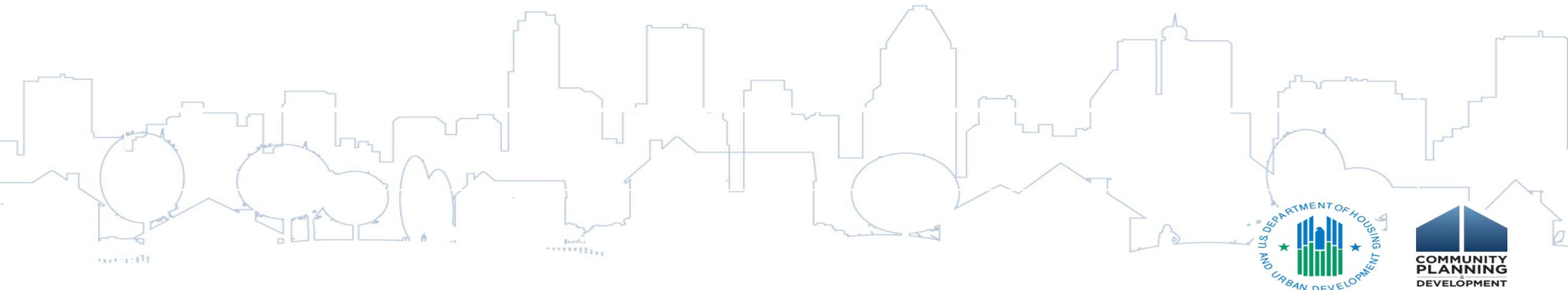
**Reminder: There must be a separate descriptive package  
developed and submitted for each CARES Act award.**



# Competitive Renewal Grantee Plan Requirements

## *Completing the SF-424*

- Grantees should submit the SF-424 for each separate CARES Act grant.
- Do NOT combine more than one grant, of any type, on the SF-424.



# Competitive Renewal Grantee Plan Requirements

## *Completing the SF-424 Continued....*

All boxes with asterisks must be completed.

### Special Mention Areas:

- Box 1: Select *Application*
- Box 2: Select *New*
- Box 8c: Enter the **CORRECT** Organizational DUNS number
- Box 11:
  - CFDA #: 14.241
  - CFDA Title: Housing Opportunities for Persons With AIDS
- Box 12:
  - Funding Opportunity #: Notice CPD-20-05
  - Funding Opportunity Title: CARES Act Implementation Instructions and Related Flexibilities for the HOPWA Program



# Competitive Renewal Grantee Plan Requirements

## *Completing the SF-424 Continued...*

### Special Mention Areas:

- Box 17: Proposed Project Dates:
  - Start: Estimated grant term start date
  - End: 3 years after the estimated start date
- Box 18: Estimated Funding
  - The award amount is listed correctly.
  - Lines “A” and “G” should both reflect the full amount of the HOPWA CARES Act grant.
- Box 20: Select *No*
- Box 21: Must be CHECKED

**DO NOT forget to sign and date the form!**

Electronically signed and dated by authorized official or designee (maintain one original “wet signature” copy locally). A scanned wet signature and date is also acceptable.

Note: If electronically signed, must be a formal electronic signature (through a software system)



# Competitive Renewal Grantee Plan Requirements

## *Completing the SF-424D*

- The SF-424D must be signed and dated even if you are not submitting a construction project.
- Electronically signed and dated by authorized official or designee (maintain one original “wet signature” copy locally). A scanned wet signature and date is also acceptable.

Note: If electronically signed, must be a formal electronic signature (through a software system)



# Competitive Renewal Grantee Plan Requirements

## *Completing the HUD 40110-B, HOPWA Budget Form*

### Special Mention Areas:

- Total budget amount must match the awarded amount.
- Budget information must be included for both the grantee and each project sponsor.
- Administrative costs must be within eligible limits of 6% for grantees and 10% for project sponsors.
- Total budget amounts that would be inputted in IDIS are calculated correctly and aligned across the HUD-40110-B Budget Summary and HUD-40110-B Detailed Budgets.

**Note:** Leveraging amounts are not required to be included on the form.



# Competitive Renewal Grantee Plan Requirements

## *Completing the Brief Description*

The Brief Description must contain information pertaining to **THREE** points.

1. Type and amount of each activity

2. Process to carry out the work

3. How households will access assistance



# Competitive Renewal Grantee Plan Requirements

## *1. Type and amount of each activity*

The type and amount of each eligible activity the grantee anticipates undertaking with the funding.

### Key Elements

- *The grantee clearly identifies the planned eligible HOPWA activities and the amount anticipated for each budget line item (BLI).*
- *The activities identified are eligible under the HOPWA-C-CV award.*



# Competitive Renewal Grantee Plan Requirements

## *2. Process to carry out the work*

The process that will take place to carry out the work quickly.

### Key Elements

- *Grantees must identify the actions taken at an agency-level to quickly provided needed housing and services.*
- *Roles and responsibilities of the organizations carrying out eligible activities are reasonable and clearly identified.*
- *Grantees must acknowledge updates to policies and procedures for COVID-19 to ensure clients are quickly able to access the housing and services needed or a clear plan with estimated date for updating policies and procedures.*



# Competitive Renewal Grantee Plan Requirements

## *3. How households will access assistance*

How eligible households will access the assistance during any period of time the grantee's main operations are closed due to local public health department directive.

### Key Elements

- *Clear, feasible plan of how grantees and/or project sponsors will use supplemental funding, considering adhering to public health directives, delivery of housing and services, and outplacement to self-sufficient independent housing, as applicable.*
- *Grantee HOPWA Policies and Procedures adjustments are completed or plan for completion with estimated date.*



# Competitive Renewal Grantee Plan Requirements

## *General Points*

- HOPWA CARES Act funding may be used for eligible activities under HOPWA Program regulations – no requirement to spend funding on permanent supportive housing.
  - Focus efforts and funding on necessary actions in order to prevent, prepare for, and respond to COVID-19
- Refer to HOPWA specific memorandums and OHH Guidance on CARES Act language for changes/flexibilities to HOPWA regulations
- Competitive Grantees should coordinate with Formula Grantees, if applicable



# Expectations – Competitive Grantees

- Execute new or amend existing project sponsor agreements for the supplemental funds **within 14 calendar days of the execution of competitive grant agreements.**
  - Project sponsor selection not subject to procurement under 2 CFR 200, subpart D (see 24 CFR 574.3).
- HOPWA CARES Act funding will be reported separately from regular HOPWA funding. *Stay tuned for additional guidance.*
- Continue implementing current Competitive grants as approved



# Reminders

## Reminders:

By June 1, submit complete, descriptive packages for each award to include:

- SF-424
- SF-424D
- HUD 40110-B, HOPWA Budget Form
- Brief description

## Don't forget to.....

- Enter the correct DUNS number on the SF-424
  - Remember – the DUNS number should match the SAM registration
- Sign and date the SF-424
- Sign and date the SF-424D



# HOPWA Ask-A-Question (AAQ)

**Have a question about a HOPWA Notice, waivers, or implementing COVID-19 activities?**

- Submit your question to the HOPWA AAQ!

[HOPWA AAQ Portal](#)

In Step 2 of the question submission process, select “HOPWA: Housing Opportunities for Persons With AIDS”



# HOPWA Technical Assistance

Grantees in need of individualized TA related to responding to COVID-19 or regular HOPWA program administration should submit a TA request via the “Request Program Assistance” webpage on the HUD Exchange portal:  
<https://www.hudexchange.info/program-support/technical-assistance>

In the TA request submission process select “HOPWA: Housing Opportunities for Persons With AIDS” as the topic and write “Health Preparedness and Response” in the subject line.



# HOPWA/COVID19 Webinar Reminders

Guidance related to funding and implementation of COVID-19 activities is evolving as new information and requirements emerge.

HOPWA grantees and project sponsors should stay tuned to the [HOPWA Listserv](#) and the [HOPWA COVID-19 Guidance](#) on the HUD Exchange.

