



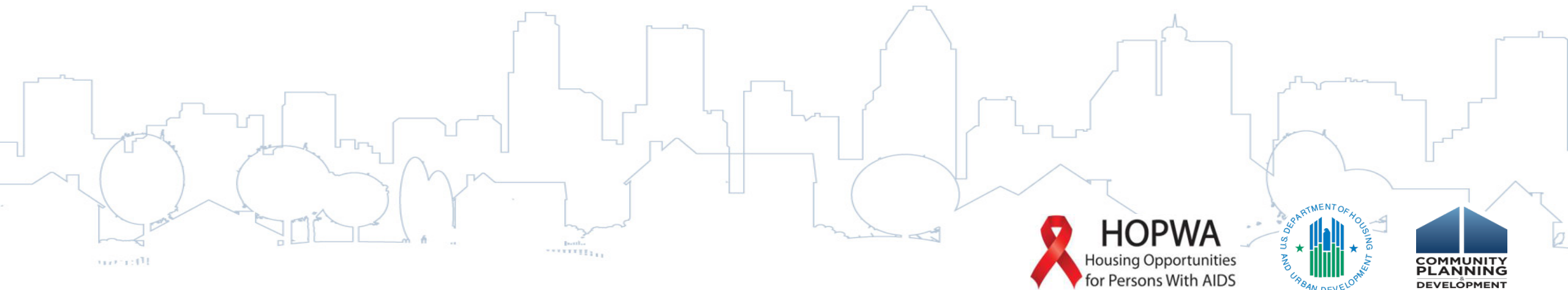
Using Hotels/Motels as a COVID-19 Response

Webinar for Formula & Competitive Grantees



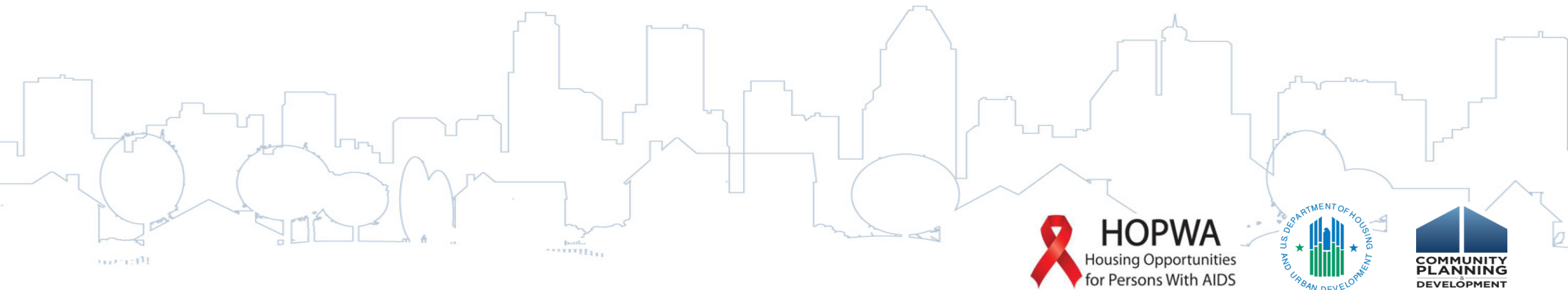
Agenda

- What role can short-term hotel and motel stays play in your community's COVID-19 response?
- How to use HOPWA funds to implement this strategy
- Important HUD guidelines and suggestions
- Tips from the Field: A look at how this can be done
- Frequently Asked Questions



Webinar Logistics

- All attendees will be muted
- Please submit questions in the Q & A box
- If you have technical issues please put that in the chat box to Laura Harris
- Recorded and posted later



Presenters

Rita Harcrow, Director, Office of HIV/AIDS Housing

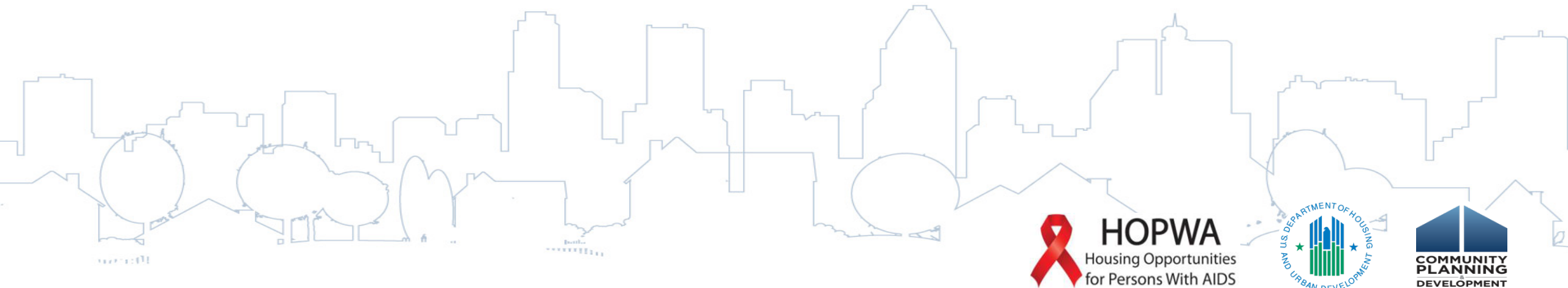
Ben Ayers, Deputy Director, Office of HIV/AIDS Housing

Amy Palilonis, Senior Program Specialist, Office of HIV/AIDS Housing

Marie Herb, Managing Director, Technical Assistance Collaborative

Laura Harris, Project Assistant, Technical Assistance Collaborative

Jacob Mihalak, Principal, Sound Thinking LLC



Webinar Objectives

Participants will increase their understanding of:

1. The role that hotels/motels can play in a broader community response to COVID-19
2. Eligible populations for HOPWA-funded activities
3. Federal guidelines & suggestions related to hotel/motel utilization
4. Different models for implementing this strategy in your community
5. Where to get additional information and resources online



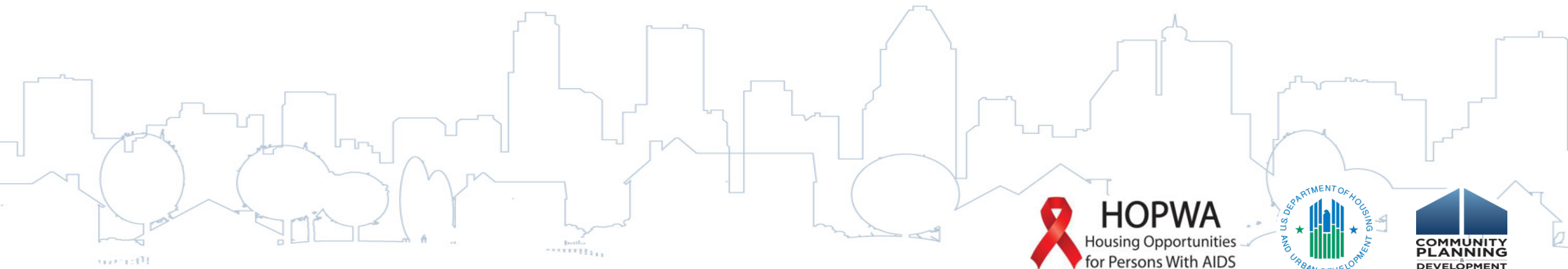
Why Consider Hotels/Motels As A COVID-19 Response?



What Are the Primary Reasons/ Objectives?

The use of hotels and motels in response to COVID-19 is primarily to:

- Move PLWHA out of homeless shelters or from unsheltered settings
- Provide PLWHA with a safe place to isolate/quarantine
- Provide HIV-positive and/or non-HIV-positive family members with a safe place to isolate/quarantine
- De-congregate shared housing facilities for social distancing purposes



Using HOPWA Funding for Hotel/Motel Stays



Hotel/Motel Opportunities under HOPWA

HUD guidance on the use of hotels/motels for short-term stays is based on:

- The original HOPWA program establishing legislation does not address this use.
- Therefore, OHH has provided guidance that allows this use, with certain restrictions:
 - ❑ Guidelines mirror §574.330(a)(1):
Leasing of short-term facilities to provide housing and services
 - ❑ Suggesting a time limit of “no more than 60 days during any six-month period”
- An eligible activity for all HOPWA grants: formula, competitive & CARES Act funding
- Hotel/motel leasing must be added to formula grantees’ Con Plan/AAP via Substantial Amendment or for competitive grantees through their CARES Act Plan.



Hotel/Motel Operating Guidelines

- Short-term supported housing – including the use of hotels and motels as facilities to provide temporary shelter to eligible individuals – is reported on the “Leasing” budget line item.
- If eligible, each assisted individual must be able to receive case management services from the appropriate social service agencies.
- To the maximum extent practicable, each eligible individual (and their family) should be provided with the opportunity for placement in permanent housing or in a living environment appropriate to their health and social needs.
- Individual stays may exceed 60 days, with demonstrated need.



Space & Security under Mega Waiver 1

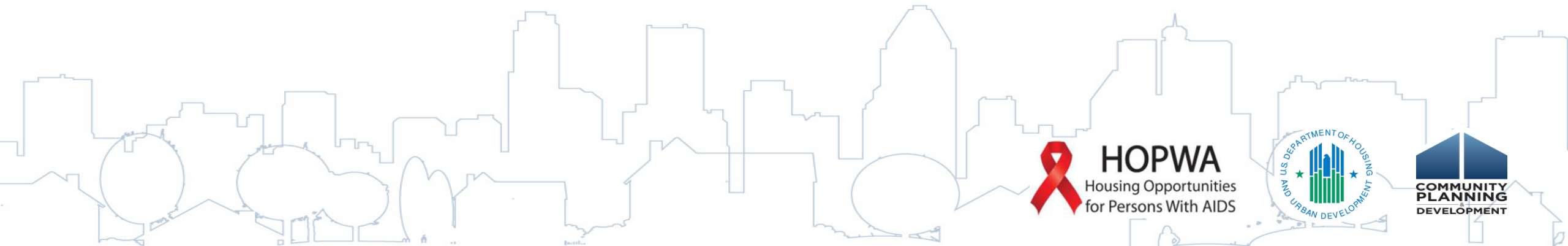
Space & Security (§574.310(b)(2)(iii))

- CARES Act Waiver 1 gives grantees and project sponsors that operate housing facilities and shared housing arrangements the flexibility to use optional appropriate spaces for quarantining eligible households affected by COVID-19.
- Optional spaces may include the placement of families in a hotel/motel room where family members may be required to utilize the same space, thereby not affording adequate space and security for themselves and their belongings.
- It can be implemented to address quarantine space during the allotted quarantined time frame recommended by local health care professionals.



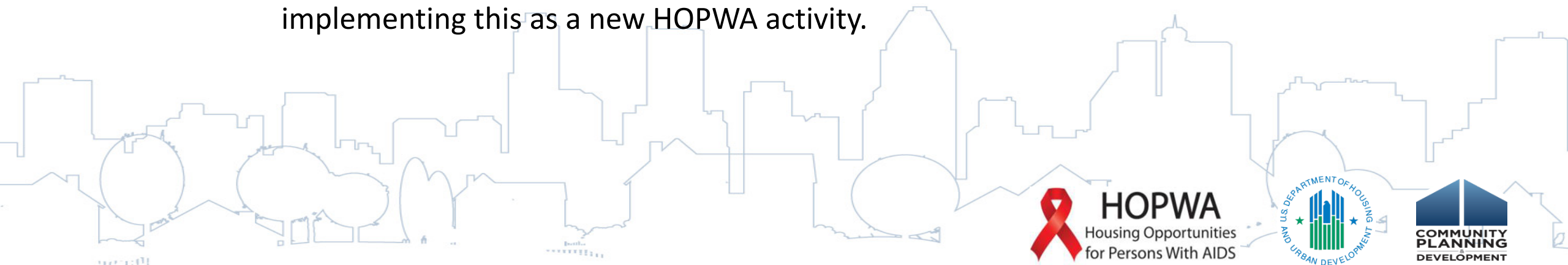
CARES Act Authorizations

- CARES Act funds may be used for relocation services, including lodging at hotels, motels, or other locations for eligible PLWHA, as well as for family members who are not living with HIV/AIDS.
- In addition, any portion of a formula grantee's FY2020 funds that have been approved under its Annual Action Plan for allowable activities to prevent, prepare for, and respond to the COVID-19 pandemic may be expended on CARES Act-authorized activities.
- Regular HOPWA formula funding may also be used for hotel/motel stays for eligible PLWHA but cannot be used to place non-HIV positive family members in hotels/motels to isolate or quarantine.



Con Plan/AAP Amendments

- The placement of HOPWA-eligible households in temporary housing, such as the short-term use of hotel/motel units, is considered a short-term payment for rent costs.
- To use hotel/motel stays as a temporary housing option, you must include it as a **Leasing** line item in your community's Consolidated Plan/Annual Action Plan (AAP) as a planned HOPWA service.
- If your Con Plan/AAP does not currently include the provision of hotel/motel vouchers, it will be necessary for you to amend the Plan(s) prior to implementing this as a new HOPWA activity.



CARES Act Plan – Competitive Grantees

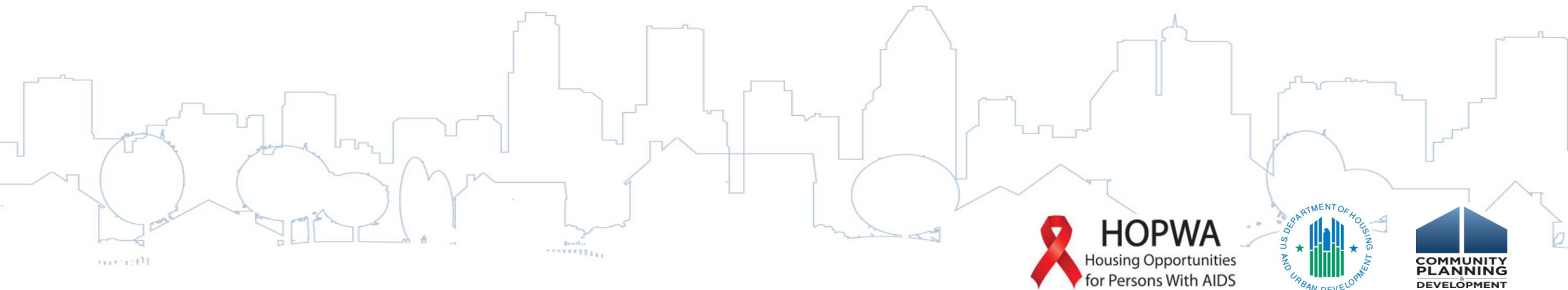
To access CARES Act funding, competitive grantees must develop a brief (activities & spending) plan and send it to HOPWA@hud.gov for approval. The plan should include descriptions of:

- Type and amount of each eligible CARES Act activity proposed
- Process to be undertaken to carry out the work quickly
- How eligible households will access the assistance when main operations are closed due to public health guidance
- Completed standard forms: HOPWA budget form HUD-40110-B, SF-424, and SF-424D



No Time Limits on Assistance

- While standard HOPWA program guidance recommends limiting hotel/motel stays to no more than 60 days in a six-month period, if there are COVID-19 related health and safety concerns for household members, the assistance period may exceed this limit.
- Grantees and project sponsors should have policies in place detailing how extensions can be approved and explaining when and how the policy will be consistently implemented.



Eligible Recipients

- HOPWA Eligibility: Household income is below 80% of area median and at least one family member is HIV positive:
 - ❑ Eligible individuals and their family members who are not currently receiving HOPWA-funded services.
 - ❑ Eligible individuals and their family members who currently reside in HOPWA-subsidized units, if isolation is needed.
 - ❑ HOPWA funding may also be used to lodge one or more family members who may need to temporarily isolate from the other members of the household.



Eligible Activities & Budget Line Items

HOPWA-funded Activity	Budget Line Item
Aggregated On-site Hotel/Motel Costs	Leasing
Staffing Costs to Identify, Place & Assist Guests	Leasing / Supp. Services*
Hotel/Motel Damages	Leasing
Indirect Costs (per revised agency budget)	Leasing
Additional Supportive Services Delivered	Supportive Services

** Staff costs are charged against the appropriate major activity and will vary between project sponsors, based on HUD-approved plans.*



Hotel/Motel Use – Rentals

Negotiated Rates with Properties:

- ❑ Can include use of Airbnb and other short-term rental opportunities
- ❑ Should specify type & frequency of housekeeping, laundry, hotel-prepared meals, on-site parking, Wi-Fi, telephone, television, etc.
- ❑ Possibility of linkages with other COVID-related programs (CoC, ESG, FEMA)
- ❑ Consider using a “corporate lodging” service as intermediary with properties

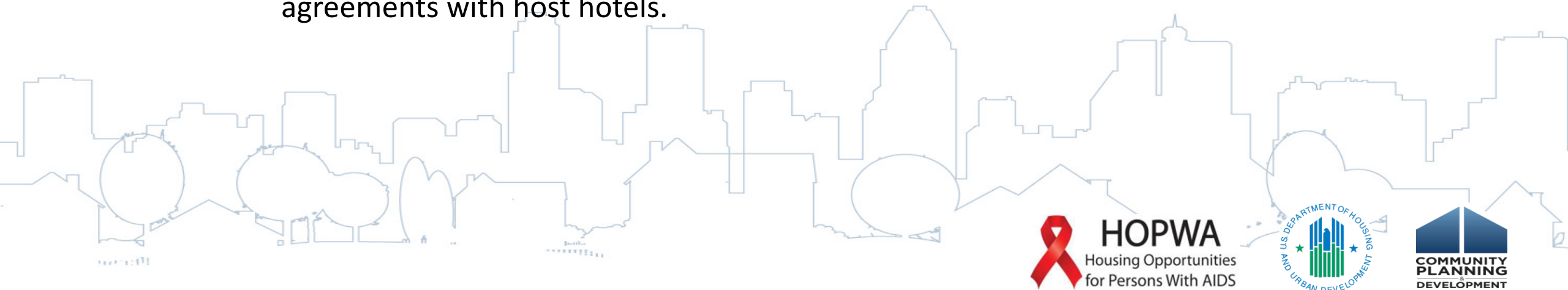
Best Practices:

Enter into a contract with the hotel that outlines the rates, the number of rooms, the timeframe, and what ancillary benefits (e.g. WIFI) are included in the rate.



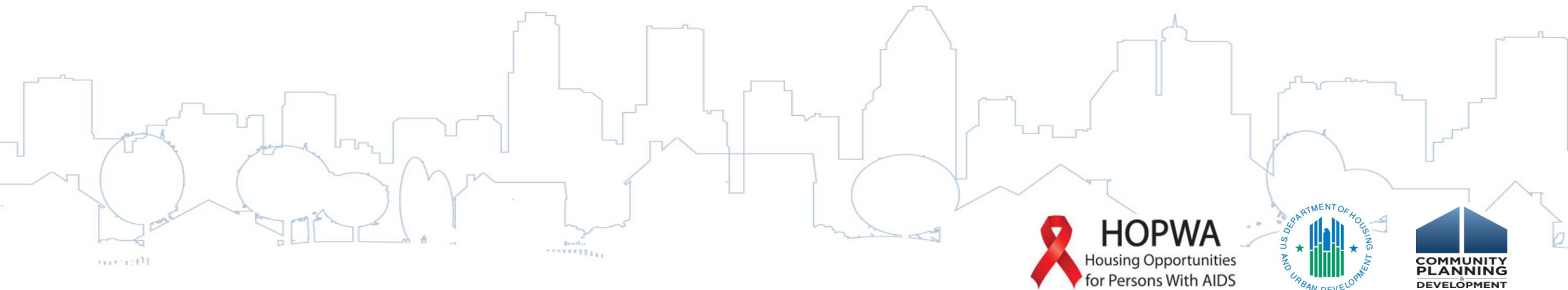
Hotel/Motel Use – Damages

- Any damages incurred may be covered by the Leasing budget line item, as it can be considered part of the leasing activity.
- Grantees and project sponsors should have policies and procedures in place to support the use of leasing funds for damages.
- Grantees and project sponsors are encouraged to consider how much or how frequently damages can be paid to assist a household in line with their overall CARES Act budget, and also consider how these policies might impact agreements with host hotels.



Additional HOPWA Activities

- Consider what additional supplemental HOPWA activities might be needed for hotel/motel guests, such as :
- Case Management
- Food and Nutrition
- Permanent Housing Placement
- Transportation



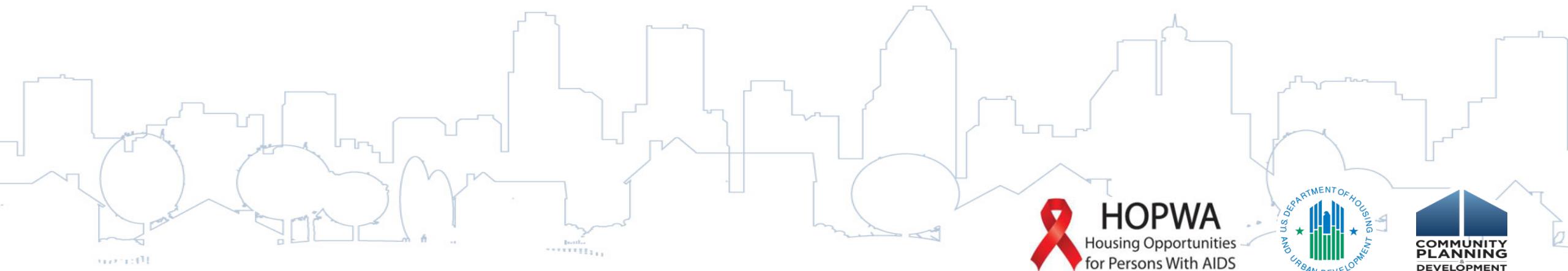
***Questions Related to HOPWA Funding
and Guidance when Offering Short-Term
Hotel/Motel Stays***



HOPWA Q & A (1 of 5)

Q: *We are already providing hotel rooms now to help clients and household members isolate. Can those costs be reimbursed later from the new CARES Act award?*

A: Yes, the new CARES Act funding can cover or reimburse allowable costs incurred by a grantee or project sponsor for allowable activities to prevent, prepare for, and to respond to the COVID-19 pandemic regardless of the date on which such costs were incurred. If you have already drawn from existing HOPWA grants to “temporarily” cover the CARES Acts costs while waiting for the money (or you plan to), please contact HOPWA AAQ to discuss the process for adjustments when CARES Act grants are available.



HOPWA Q & A (2 of 5)

Q: *Can we begin utilizing hotels/motels right now even if that is not a HOPWA activity that was funded in the past? Can this be paid for through STRMU or Permanent Housing Placement (PHP)?*

A: To get this activity started immediately, grantees may use any budget line item “temporarily” and document that they will develop a CARES Act **Leasing** line item and move the costs there when those funds hit their HUD line of credit for drawdown.

They can also use non-HOPWA funds such as general funds to pay for hotels/motels now and reconcile later to the CARES Act award. In any case, grantees should keep close track of costs & voucher information. The IDIS TA team can help with reconciliation later.

(Continued next slide)

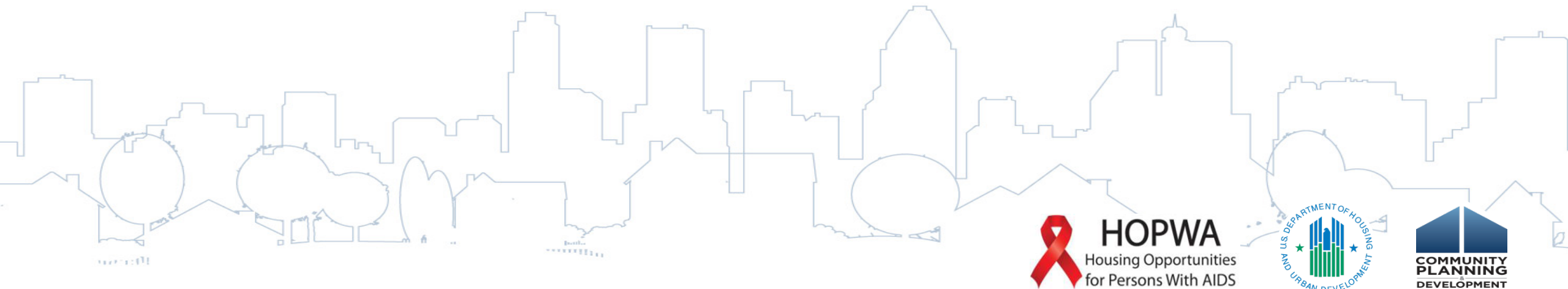


HOPWA Q & A (3 of 5)

Q: *Continued from previous slide...*

A: If grantees plan to reconcile the costs to their CARES Act award, they should set up IDIS for their current award (described in the HOPWA IDIS webinar and guide posted to the HUD Exchange) and they need clear documentation of that plan.

Formula grantees could also undertake an amendment process for an open award to add Leasing and use it for hotels/motels without future reconciliation, but only for the HIV+ household member, as CARES Act provisions don't apply to older awards.



HOPWA Q & A (4 of 5)

Q: *Can hotel/motel stays funded under HOPWA be extended beyond the 60-day time limit due to COVID-19?*

A: Standard HOPWA guidance suggests that hotel/motel stays be limited to no more than 60 days in a six-month period. If grantees feel that hotel/motel stays should be extended past this limit due to COVID-19 health and safety concerns for their clients, they should put a policy in place documenting that it is due to COVID-19 health and safety concerns, detailing how extensions can be approved, and explaining when and how the policy will be consistently implemented.

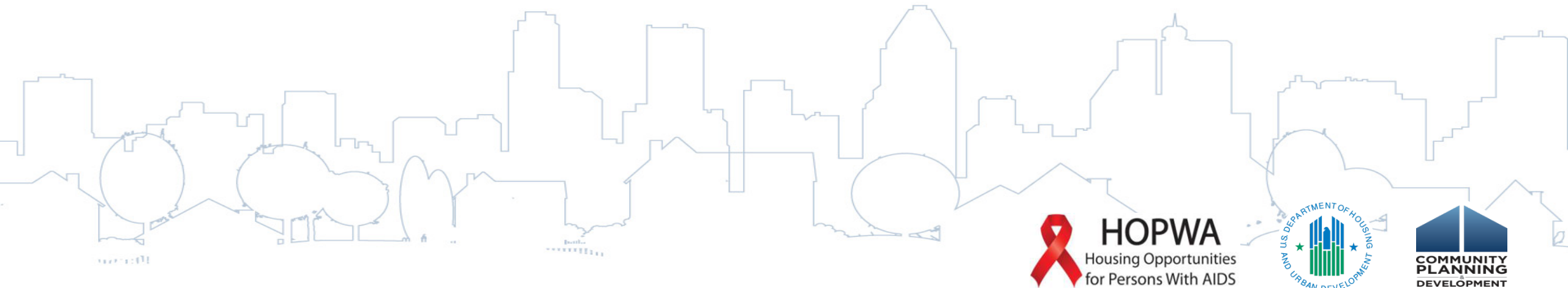


HOPWA Q & A (5 of 5)

Q: *As a competitive grantee, can I use my COVID-19 funds to lease hotel/motels?*

A: Yes, however, as with formula grantees, the Leasing line item would need to have been included in the list of eligible activities you submitted to HOPWA@hud.gov for approval, and you will need to develop policies and procedures for how the activity will be managed and quickly implemented.

If you did not include leasing hotel/motel rooms in your CARES Act plan initially, but now would like to, please contact your HUD Field Office ASAP.



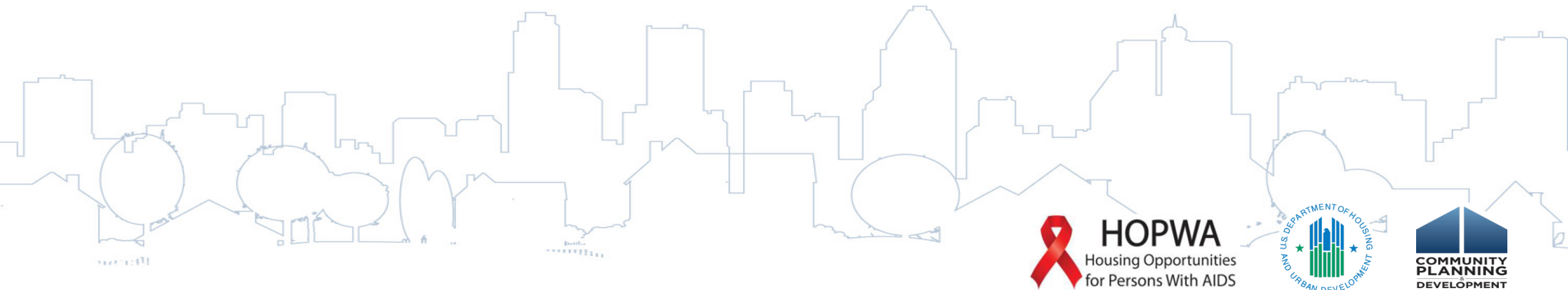
Designing Your Approach



Identifying the Need

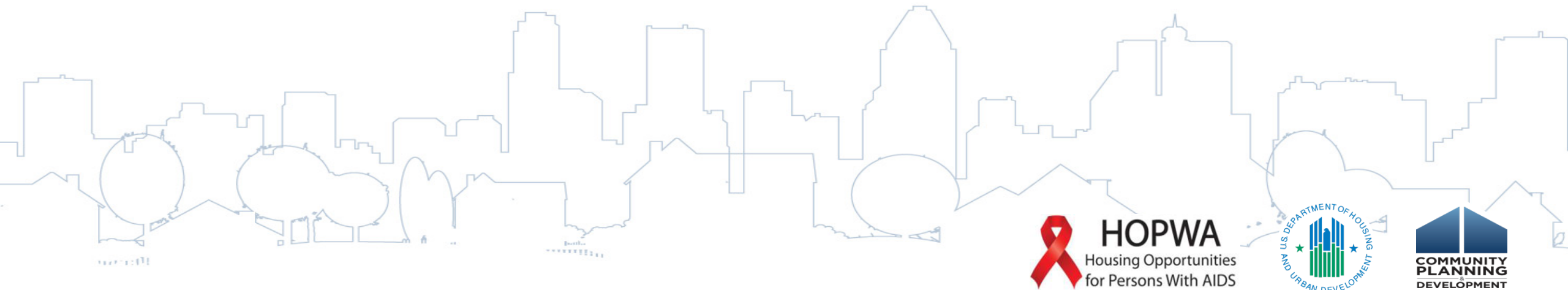
Tips for determining the need for hotels/motels for PLWHA and their household members in your community?

- Talk to your HOPWA project sponsors
- Talk to the ESG/CoC and COVID Response Teams in your community
- Talk to Community Health Clinics and Ryan White-funded agencies
- Look at HMIS data



Questions to Ask

- How many hotel units are needed?
- Is the need for a 14-day quarantine period, or longer, for social distancing?
- Are any hotel/motel units available in your community? Are they safe?
- Might it be best to have one provider rent a number units which are then accessed by other project sponsors and community service providers?



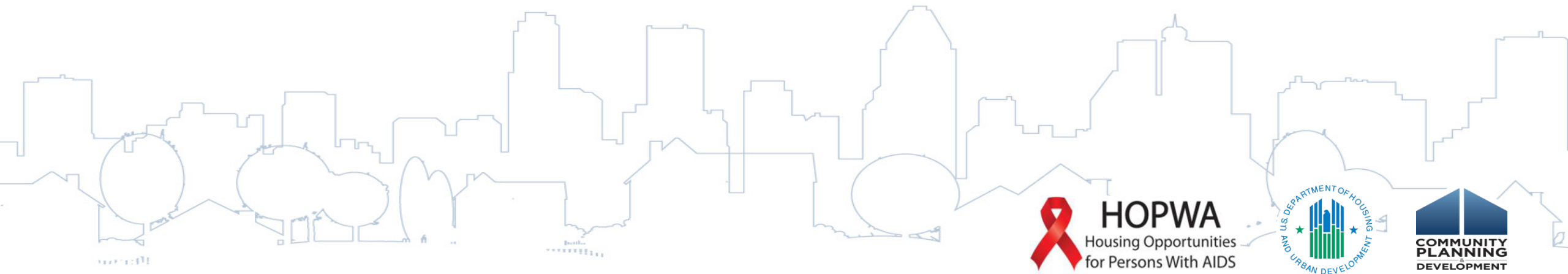
More Questions to Address

- How will guests be moved into the unit? Will staff need to be onsite at move in? And how frequently thereafter?
- Will agency staff give guests their room key or will you make arrangements with the hotel to do it?
- How will the food needs of clients be met? How much will the hotel/ motel provide and how much will come from community providers?
- What is the process for developing re-housing strategy? (TBD individually for each household)



Developing a Budget (1 of 2)

- Leasing: # units @ negotiated daily rate X # days anticipated
- Allowance for damages (TBD with hotel/motel management)
- Will you need staff on-site after move-in? How much and how frequently will they need to be there? Will it be Case Managers?
- To what extent will case management be provided remotely? Do all guests have access to WiFi on their own device? Do they need more 'minutes' or a 'hot spot'?



Developing a Budget (2 of 2)

- Damages (charged to Leasing): discuss and negotiate in advance
- Hotel Services: meals, laundry, parking, shuttle van, TV, WiFi, etc. will all be bundled into room charges, and as such, are charged to Leasing
- Case Management: on-going support for HOPWA-assisted beneficiaries
- Additional Supportive Services (can be HOPWA or non-HOPWA funded)
 - ❑ Transportation
 - ❑ Food & Nutrition (provided through off-site community-based services)
 - ❑ Other non-hotel services (on- & off-site) to support tenancy and safety



Other Sources of Funding

- With new CARES Act funding coming into communities across the country, there may be alternative payors for hotel/motel stays in your community. It is important to coordinate with other programs, as much as possible, to ensure that your clients' needs are met without being duplicative in services.
- Other programs that may be able to pay for hotel/motel stays during this COVID-19 response period include: FEMA funding, Ryan White, Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), local United Way agencies, and other philanthropic and city/county sources.



Tips from the Field (1 of 3)

- Remember to ensure HIV confidentiality in negotiating all arrangements!
- Several national chains are pitching in for COVID isolation, yet locally owned properties may have greater flexibility in contracting. Search for lodging near you using independent properties, privately owned hotels, mom-and-pop hotels, Airbnb, etc.
- Be clear about what you want and need prior to talking with the hotel: How many units are needed, how long are they needed for, etc. Do you have set dates? How many long-term, short-term?
- Typically, hotels have an average daily rate, a government rate, and a long-term negotiated rate (LNR). Rates differ based on occupancy and cost to “turn a room.” Work with your state/local community COVID-19 response leads to see if any pre-negotiated rates have already been determined.



Tips from the Field (2 of 3)

- Concessions such as “free Wi-Fi,” complimentary rooms, food discounts, and other hospitality-related items generally increase based on the size of the room “block” (50 or more rooms).
- Some communities have used “corporate lodging” companies, which can help negotiate rates, provide detailed transaction records and more. Depending on the scale of use, this may save significant time & money.
- Consider each individual’s functional level and what you may know about their functional level in the community to help determine their level of both general and HIV-related support, care, and treatment.
- Support residents in hotels/motels through recovery peers, self-help services, and mental health providers. Routinely provide information and resources for self-care, connections, and entertainment.



Tips from the Field (3 of 3)

- Verify that the hotel/motel has clearly designated safe distances in all waiting areas and posted instructions for COVID-19 prevention practices, including hand-washing signage and COVID-19 prevention instructions.
- Ensure that guests have ready access to soap and other cleaning products – in both their private rooms and public spaces.
- Request that hotel/motel staff be trained in CPR, the use of NarCan (naloxone) Nasal Spray, and other life-saving interventions, such as Automated External Defibrillators (AED) – and that they be available to assist guests, as needed.
- Provide hotel staff and guests with a 24/7 phone number to call if they experience any urgent health or safety issues.



Ending Hotel/Motel Stays

- Best practices would include beginning transition planning ASAP, including immediately upon (if not before) arrival on site.
- Support staff should verify that all paperwork, ID's, unpaid bills, credit verifications and other normal lease-up requirements are completed during the residents' hotel/motel stays, if possible.
- Plan to use computer- and cellphone-based technologies to “see” potential properties and neighborhoods. Teach residents to use these tools so that they can conduct searches and virtual visits on their own.
- Invite prospective landlords to make presentations to HOPWA clients in an appropriately configured space in the hotel, if possible.



Policies, Procedures & Accounting

- Grantees and subrecipients should agree upon/establish policies & procedures that cover all aspects of how the COVID-19 hotel/motel activity will function.
- Program components include, but are not limited to:
 - ❑ Documenting beneficiaries' current housing circumstances and what must change
 - ❑ Determining, in collaboration with the affected household, the best solution
 - ❑ Estimating the length of stay required & associated services needed
 - ❑ Other support service and operating factors unique to each household
 - ❑ Plan for exiting to permanent supportive housing or long-term affordable housing
- All contracts, accounting & reporting must follow grant-based accounting
- Be sure to record all decisions made and costs incurred on behalf of each beneficiary household, including changes made while in the program
- Remember that all costs are aggregated, by household, under the **Leasing** line item, and reported by grant year/source.



IDIS Set-up Guidance

Instructions for setting up Hotel/Motel Activities in IDIS:

1. Ensure that Hotel/Motel is in the **Activity Name**. For example:
CV-COVID-19 2020 – 2023 Leasing Hotel/Motel MDH20FHW001 (Balt)
2. Use the correct IDIS **Activity Category**:
Facility-Based Housing Subsidy Assistance
3. Select the correct **Environmental Review Status**:
Exempt
4. Activity Set-up Detail – **Performance Objective**:
Prevent, prepare for, and respond to coronavirus
5. Activity Set-up Detail – **Facility Type**:
COVID-19 Response Hotel/Motel
6. Activity Set-up Detail – **Housing Type**:
Short-term shelter or transitional supportive housing facility/unit



Questions & Discussion



Additional Resources (1 of 2)

Get the Facts: HOPWA and COVID-19 Response



Why consider hotels & motels in your HOPWA COVID-19 response?



Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. According to the Centers for Disease Control and Prevention (CDC) this includes people who are immunocompromised, including those with poorly controlled HIV or AIDS.

You may have people living with HIV/AIDS (PLWHA) in your community who are homeless or unstably housed and unable to socially distance. Others may be living in their own housing unit with a household member who has COVID-19, may have been exposed, or is at risk of contracting the illness. You may also have a HOPWA-funded program in which PLWHA share common spaces, which may put them at risk of COVID-19 transmission.

How can hotels & motels address these needs?



A hotel/motel room can provide PLWHA with a safe, clean space to isolate from the risks of COVID-19. For example, if a person living with HIV/AIDS has a roommate who has tested positive for COVID-19, moving them to a hotel room could provide safety and protection from the illness.

Hotels can also provide safe, temporary housing for people who are homeless or unstably housed while they work to access permanent housing. These stays may be for a longer period of time depending on the housing market and available permanent housing resources.

Although HOPWA guidance suggests a limit of no more than 60 days in a six-month period, this can be extended for all HOPWA funds, on a case-by-case basis, as needed. However, only CARES Act funds and FY2020 formula funds specifically dedicated to supplement CARES Act-funded activities will cover damages. In all cases, grantees and project sponsors should develop policies that detail how extensions can be approved and explain how the policy will be consistently implemented.

What costs



HOPWA funds, both formula and competitive, can cover the cost of renting the hotel/motel unit. However, as mentioned above, only CARES Act funds and FY2020 formula funds can cover any negotiated damages to the room caused by the participant. HOPWA can also cover costs for case management, nutrition, food, transportation, and any of the regular HOPWA-eligible services.

[Download
Factsheet](#)



Adobe Acrobat
Document



Additional Resources (2 of 2)

- **HOPWA IDIS Set-Up and Draw Instructions for CARES Act Grants:**

<https://files.hudexchange.info/resources/documents/HOPWA-IDIS-Set-Up-and-Draw-Instructions-for-CARES-Act-Grants.pdf>

- **Homeless Hub COVID-19 Wiki – Hotel/Motel Use:**

<https://sites.google.com/a/community.solutions/homeless-hub-covid-19-wiki/home/hotel-motel-use?fbclid=IwAR2Hi1NW2-3kIDaQnzPfqLlok00ilPKH8Y6zqwwdijhSAAw4OFtBBF-pVcw%23TOC-Procuring-Rooms>

- **Isolation Housing for COVID-19 Alameda County, CA:**

<https://www.achch.org/isolation-housing.html>

- **Guidance for Non-Congregate Sheltering in Hotels or Motels Oregon Health Authority:**

<https://www.oregon.gov/ohcs/Pages/statewide-homeless-populations-taskforce-covid-19.aspx>



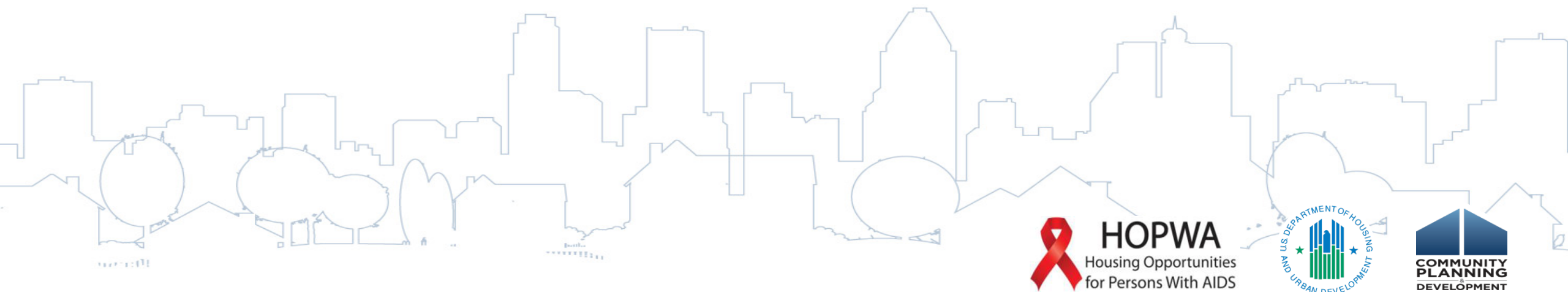
Stay Informed

- All guidance for HOPWA grantees and project sponsors related to infectious disease preparedness and response and COVID-19 will be sent to the [HOPWA Mailing List](https://www.hudexchange.info/mailinglist/subscribe/): <https://www.hudexchange.info/mailinglist/subscribe/>
- To subscribe, enter the requested contact information, select “HOPWA – Housing Opportunities for Persons With AIDS” then select Subscribe.
- [Updates on HOPWA Guidance for COVID-19](https://www.hudexchange.info/programs/hopwa/covid19/#resources-and-guidance) is also available on the HUD Exchange:
<https://www.hudexchange.info/programs/hopwa/covid19/#resources-and-guidance>
- HOPWA Ask A Question (AAQ) Portal In Step 2 of the question submission process, select “HOPWA: Housing Opportunities for Persons With AIDS” from the “My question is related to” drop down list and write “Health Preparedness and Response” in the subject line



Technical Assistance

Grantees in need of TA related to COVID-19 should submit a TA request via the “Request Program Assistance” webpage on the [HUD Exchange portal](https://www.hudexchange.info/program-support/technical-assistance/):
<https://www.hudexchange.info/program-support/technical-assistance/>.



Questions from the Webinar



Questions from the Webinar (1 of 9)

Q: *Under what circumstances are program participants eligible for a full 24-month stay in a hotel/motel setting?*

A: Standard HOPWA program guidance suggests limiting hotel/motel stays to no more than 60 days in a six-month period. If there are COVID-19 related health and safety concerns for household members, the assistance period may exceed this limit. Although there is no set deadline when responding to COVID-19 related concerns, the Grantee and project sponsor should work to get clients back into permanent housing as soon as possible. In addition, grantees and project sponsors should have policies in place detailing how extensions can be approved and explaining when and how the policies will be consistently implemented.



Questions from the Webinar (2 of 9)

Q: *Will you please speak about the expectation to put HOPWA CARES Act funding into project sponsor agreements within 15 days from the signing of the grant agreement? How strong of an expectation is this? Can you confirm this is a target and not a requirement?*

A: Yes, this is an expectation, not a mandate or requirement. We strongly encourage grantees to move quickly to execute contract agreements with providers and put these funds to use, as the intent of the funding is to meet an emergency need. If you are having trouble contracting quickly, please reach out to the AAQ or your field office to see if we can provide assistance or examples on ways to carry out the process quicker.



Questions from the Webinar (3 of 9)

Q: *I have seen guidance that suggests using two budget line items (BLIs) in IDIS: Leasing and Facility-Based Housing Subsidy Assistance. Can you please clarify the difference, or explain how these two are related?*

A: The CARES Act Waiver 1 gives grantees and project sponsors that operate housing facilities and shared housing arrangements the flexibility, with notice to the local field office, to use optional appropriate spaces for quarantining eligible households affected by COVID-19. Optional spaces may include:

- Using nontraditional space within the facility to accommodate separating eligible households/household members when needed (which would utilize the “Operating” BLI) OR
- The placement of households in a hotel/motel room where household members may be required to utilize the same space, thereby not affording adequate space and security for themselves and their belongings (which would utilize the “Leasing” BLI).



Questions from the Webinar (4 of 9)

A: *(continued from previous slide)*

The use of hotels/motels can address quarantine space during the allotted quarantined timeframe recommended by local health care professionals. If you operate facility-based housing and identify a need to separate household members using hotel/motel rooms, you must bill the cost of the hotel/motel to a Leasing Budget Line Item. Competitive grantees will have to ensure the leasing budget line item is included in their CARES Act grant descriptive package. Formula grantees have to amend their Consolidated Plan and Annual Action Plan to include this new activity.

Setting up IDIS projects is a multi-step process...



Questions from the Webinar (5 of 9)

A: *(continued from previous slide)*

If the activity is set up to draw CARES Act funds for costs associated with hotel/motel expenses as a result of COVID-19, the following steps are needed:

- The **NAME** should include both leasing and hotel/motel: Example: CV-COVID-19 2020 – 2023 Leasing Hotel/Motel MDH20FHW001 (Balt)
- The **ACTIVITY CATEGORY** should reflect the larger category of Facility-Based Housing Subsidy Assistance
- In the Activity Setup Detail: The **ACTIVITY CATEGORY** should reflect the larger category of Facility-Based Housing Subsidy Assistance
- In the Activity Setup Detail:
 - ☐ **PERFORMANCE OBJECTIVE** should be *to prevent, prepare for, and respond to coronavirus*
 - ☐ **FACILITY TYPE** is *COVID-19 Response Hotel/Motel*
 - ☐ **HOUSING TYPE** is *short-term shelter or transitional supportive housing facility/unit*



Questions from the Webinar (6 of 9)

Q: *Will additional funding be made available to grantees to administer this Cares Act requirement?*

A: Administrative funds are available. Under regular HOPWA grants, administrative funds are capped at 7% for project sponsors and 3% for grantees. With CARES Act grants, project sponsors may receive up to 10% of their subaward for admin and grantees may receive up to 6% of the grant for admin.

Q: *Under normal circumstances, where would hotel/motel costs be captured in the CAPER?*

A: Hotel and Motel use is recorded on the Leasing line item in all cases.

Q: *Are entitlement jurisdictions required to submit a budget to HOPWA@HUD.gov for approval?*

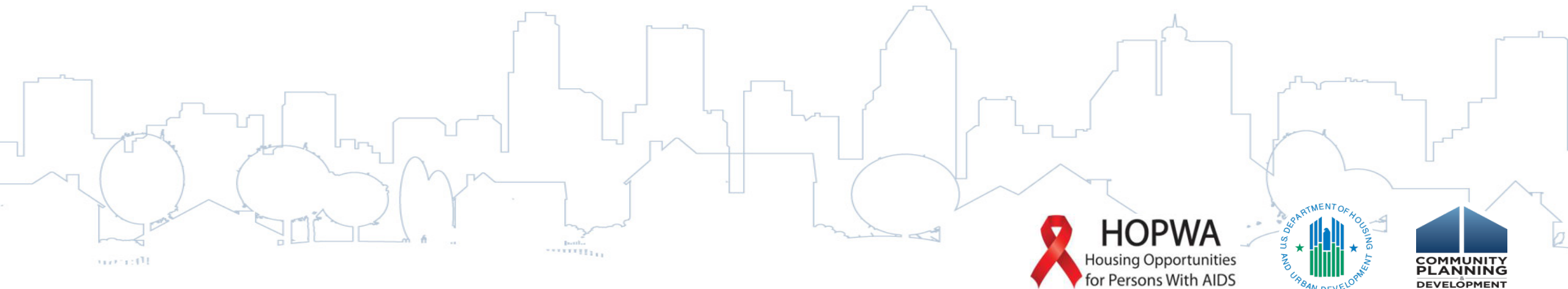
A: No. Formula grantees revise their budgets to include the CARES Act award through the Substantial Amendment process.



Questions from the Webinar (7 of 9)

Q: *What is the normal timeline from CARES Act proposal submission to HUD to anticipated approval? (Competitive grantee)*

A: HUD standard operating procedure for Competitive CARES Act descriptive package submissions is to review within 5 days; after review, the grantee's local field office is notified to initiate the process to execute the grant agreement. In some cases, Technical Assistance providers will reach out to competitive grantees to assist in further set up of the grant; this does not delay grant execution.



Questions from the Webinar (8 of 9)

Q: *If a client is being isolated in a hotel room, how do you ensure the safety of the client and hotel staff to not spread any of the coronavirus?*

A: First, you need to confirm with the hotel what their safety, cleaning and maintenance protocols are during COVID-19. Ask to see their specific policies and procedures, and maybe ask to meet with key staff. Second, the hotel needs to be set up to help assure that all guests are guided to follow appropriate social distancing in all public spaces. Third, if you are familiar with the Critical Time Intervention (CTI) approach, each resident will need assistance more frequently just before and just after placement; then once they're installed and settling in, staff should follow up to assure that they are establishing safe habits and know where to turn if they have any questions so that they get accurate and appropriate information.

Q: *Does "relocation" services include moving expenses?*

A: No. In the CARES Act, the word "relocation" was used to describe the movement of a household member into hotel/motel lodging for quarantine or isolation.



Questions from the Webinar (9 of 9)

Q: *If our HOPWA funding is formulary and we've never had hotel/ motel leasing as an activity before, does our grantee need to amend their Con Plan before we revise our budget for this?*

A: As a project sponsor, you will need to coordinate with your formula grantee. You can consider all of these ideas, but please don't start without the go-ahead from your formula grantee.

Q: *Can you please provide guidance for agencies serving smaller, rural communities, where provision of hotel rooms may be a "one-off" based on client need and pre-leasing blocks of rooms would not be reasonable?*

A: For communities that do not anticipate using hotel/motels on a frequent basis, but more likely as a “one-off”, it would be a good practice to do research on available hotels including rates, health and safety, and what process the hotel would like to see for room registration and payment. Once you have this information available, when you need a hotel/motel unit, you can then call the hotel and finalize the arrangements on a case-by-case basis. Make sure you have the required leasing line item in place so as not to delay access to hotel/motels when the need presents.



Get the Facts: HOPWA and COVID-19 Response



USING HOTELS & MOTELS IN YOUR COMMUNITY RESPONSE

Why consider hotels & motels in your HOPWA COVID-19 response?



Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. According to the Centers for Disease Control and Prevention (CDC) this includes people who are immunocompromised, including those with poorly controlled HIV or AIDS.

You may have people living with HIV/AIDS (PLWHA) in your community who are homeless or unstably housed and unable to socially distance. Others may be living in their own housing unit with a household member who has COVID-19, may have been exposed, or is at risk of contracting the illness. You may also have a HOPWA-funded program in which PLWHA share common spaces, which may put them at risk of COVID-19 transmission.

How can hotels & motels address these needs?



A hotel/motel room can provide PLWHA with a safe, clean space to isolate from the risks of COVID-19. For example, if a person living with HIV/AIDS has a roommate who has tested positive for COVID-19, moving them to a hotel room could provide safety and protection from the illness.

Hotels can also provide safe, temporary housing for people who are homeless or unstably housed while they work to access permanent housing. These stays may be for a longer period of time depending on the housing market and available permanent housing resources.

Although HOPWA guidance suggests a limit of no more than 60 days in a six-month period, this can be extended for all HOPWA funds, on a case-by-case basis, as needed. However, only CARES Act funds and FY2020 formula funds specifically dedicated to supplement CARES Act-funded activities will cover damages. In all cases, grantees and project sponsors should develop policies that detail how extensions can be approved and explain how the policy will be consistently implemented.

What costs will HOPWA cover?



HOPWA funds, both formula and competitive, can cover the cost of renting the hotel/motel unit. However, as mentioned above, only CARES Act funds and FY2020 formula funds can cover any negotiated damages to the room caused by the participant. HOPWA can also cover costs for case management, nutrition, food, transportation, and any of the regular HOPWA-eligible services.

To use hotel/motel stays as a temporary housing option, formula grantees must include it as a Leasing Line Item in the community's Consolidated Plan and Annual Action Plan as a planned HOPWA service. If it is not already in the ConPlan and Action Plan, these must be amended to include this planned use.

Can competitive grantees use CARES funds to pay for hotels & motels?



Yes, competitive grantees can also use their CARES Act funds to rent hotel/motel units to ensure the health and safety of their clients. Competitive grantees must develop a brief (activities & spending) plan and send it to HOPWA@hud.gov for approval. The plan should include descriptions of:

- Type and amount of each eligible CARES Act activity proposed
- Process to be undertaken to carry out the work quickly
- How eligible households will access the assistance when main operations are closed due to public health guidance
- Completed standard forms: HOPWA budget form HUD-40110-B, SF-424, and SF-424D

Get the Facts: HOPWA and COVID-19 Response



USING HOTELS & MOTELS IN YOUR COMMUNITY RESPONSE

Who is eligible?



Eligibility for HOPWA-funded hotel/motel stays includes the standard HOPWA eligibility of at or below 80% of area median income and having a medical diagnosis of HIV or AIDS. In addition, recipients can be people who are not currently receiving HOPWA-funded housing and services but currently reside in HOPWA-subsidized units if isolation is needed.

Family members of a PLWHA may also be housed in a hotel/motel if the need to temporarily isolate from the person living with HIV/AIDS is demonstrated.

TIPS FROM THE FIELD

- Locally owned hotels may have greater flexibility in contracting. Ask to speak with sales or the general manager.
- Work with your local COVID-19 response leads to see if any pre-negotiated rates have already been determined.
- Concessions, such as free Wi-Fi or food discounts, generally increase based on the size of the room block.
- Post instructions for COVID-19 prevention practices and clearly designate safe distances in all waiting areas.
- Maintaining visible but low-key security may be helpful. Provide the hotel and residents with a 24/7 phone number to call.
- Some communities have used “corporate lodging” companies, which can help negotiate rates, provide detailed transaction records and more. Depending on the scale of use, this may save significant time & money.
- Consider each individual’s functional level in the community to help determine their level of both general and HIV-related support, care, and treatment.
- Support residents in hotels/motels through recovery peers, self-help services, and mental health providers. Routinely provide information and resources for self-care and entertainment.
- Make sure that staff trained in CPR, the use of naloxone and other life-saving interventions, such as Automated External Defibrillators, is present on site, if possible.



HOPWA Guidance for COVID-19 on the HUD Exchange

Resources & Guidance: <https://www.hudexchange.info/programs/hopwa/covid-19/#resources-and-guidance>

Webinars: <https://www.hudexchange.info/programs/hopwa/covid-19/#webinars>

Other COVID-19 Resources: <https://www.hudexchange.info/programs/hopwa/covid-19/#other-covid-19-resources>

Supporting Individuals Exiting Isolation and Quarantine: <https://tinyurl.com/exitqandi>

IMPORTANT: Begin transition planning immediately upon (if not before) arrival at the hotel. Make sure there is a clear plan for hotel residents to obtain permanent housing or for when they will return to their original housing unit.

