

**Administrative Costs** – Costs for general management, oversight, coordination, evaluation, and reporting. By statute, grantee administrative costs are limited to 3% of the total grant award, to be expended over the life of the grant. Project sponsor administrative costs are limited to 7% of the portion of the grant amount they receive.

**Achieved Viral Suppression** – When the load or volume of HIV virus present in a person’s blood is measured at less than 200 copies per milliliter of blood.

**Adjustment for Duplication** – Enables the calculation of unduplicated output totals by accounting for the total number of households or units that received more than one type of HOPWA assistance in a given service category such as HOPWA Subsidy Assistance or Supportive Services.

**AIDS Drug Assistance Program (ADAP)** – The AIDS Drug Assistance Program (ADAP) is a federally funded program, operating at the state level, which ensures access to the prescription medications needed to manage and treat HIV. The ADAP assists clients to access the prescription medications deemed necessary to manage and treat HIV, and to prevent and treat illnesses that develop as a result of a suppressed immune system, or are commonly associated with HIV (e.g., Opportunistic Infections). The ADAP is designated as a ‘payer of last resort’.

**Annual Progress Report (APR)** – A report used to comply with HUD’s Office of HIV Housing annual reporting requirements for HOPWA Competitive Grants – this is now combined with the Consolidated Annual Performance Evaluation Report (CAPER).

**Anti-Retroviral Therapy (ART)** – The combination of drugs used to treat HIV.

**Area Median Income** – The Department of Housing and Urban Development (HUD) sets income limits that determine eligibility for assisted housing programs including the HOPWA program. HUD develops income limits based on Median Family Income estimates and Fair Market Rent area definitions for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county. AMI values vary by location and are published at: <https://www.huduser.gov/portal/datasets/il.html>

**Beneficiary(ies)** – All members of a household (with or without HIV) who benefitted from HOPWA assistance during the operating year, NOT including the HOPWA eligible individual (see definition).

**Chronically Homeless Person** – An individual or family who is homeless and an individual or family who

- a) lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter;
- b) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; and
- c) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions. Additionally, the statutory definition includes as chronically homeless a person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility, and has resided there for fewer than 90 days if such person met the other criteria for homeless prior to entering that facility. (See 42 U.S.C. 11360(2)) This does not include doubled-up or overcrowding situations.

### **Consolidated Annual Performance Evaluation Report**

**(CAPER)** – A report used to comply with HUD’s Office of HIV Housing annual reporting requirements for HOPWA Formula Grantees – this is now combined with the Annual Progress Report (APR).

**Contact for Individuals Seeking Services** – The HOPWA program contact for people seeking HOPWA services – this could include any type of HOPWA service/assistance.

**Department of Housing and Urban Development (HUD)** – HUD is the Federal agency responsible for national policy and programs that address America’s housing needs, that improve and develop the Nation’s communities, and enforce fair housing laws. HUD’s business is helping create a decent home and suitable living environment for all Americans, and it has given America’s communities a strong national voice at the Cabinet level. HUD plays a major role in supporting homeownership by underwriting homeownership for lower- and moderate-income families through its mortgage insurance programs.

**Disabling Condition** – Evidencing a diagnosable substance use disorder, serious mental illness, developmental disability, chronic physical illness, or disability, including the co-occurrence of two or more of these conditions. In addition, a disabling condition may limit an individual’s ability to work or perform one or more activities of daily living. An HIV/AIDS diagnosis is considered a disabling condition.

**Employer Identification Number (EIN)** – A EIN is also known as a Federal Tax Identification Number, and is used to identify a business entity

**Facility-Based Housing** – All eligible HOPWA Housing expenditures for or associated with supporting facilities including community residences, SRO dwellings, short-term facilities, project-based rental units, master leased units, and other housing facilities approved by HUD.

**Faith-Based Organization** – Religious organizations of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.

**Grantee** – Any organization that has a HOPWA grant agreement directly with HUD. Grantees may be states, cities, counties, or non-profit organizations.

**Grassroot Organization** – An organization headquartered in the local community where it provides services; has a social services budget of \$300,000 or less annually, and six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered “grassroots.”

**Housing Opportunities for Person with AIDS (HOPWA) Program** – The only Federal program dedicated to the housing needs of people living with HIV/AIDS. Under the HOPWA Program, HUD makes grants to local communities, States, and nonprofit organizations for projects that benefit low-income persons living with HIV/AIDS and their families.

**HOPWA-Eligible Individual** – The one (1) low-income person with HIV/AIDS who qualifies a household for HOPWA assistance. This person may be considered “Head of Household.” When the Performance Report asks for information on eligible individuals, report on this individual person only. Where there is more than one person with HIV/AIDS in the household, the additional PWH/A(s), would be considered a beneficiary(s).

**HOPWA Subsidy Assistance Total** – The unduplicated number of households receiving housing subsidies (TBRA, STRMU, Permanent Housing Placement services and Master Leasing) and/or residing in units of facilities dedicated to persons living with HIV/AIDS and their families and supported with HOPWA funds during the operating year.

**Household** – A single individual or a family composed of two or more persons for which household incomes are used to determine eligibility and for calculation of the resident rent payment. The term is used for collecting data on changes in income, changes in access to services, receipt of housing information services, and outcomes on achieving housing stability. Live-In Aides (see definition for Live-In Aide) and non-beneficiaries (e.g., a shared housing arrangement with a roommate) who resided in the unit are not reported in the Performance Report.

**Housing Information Services (HIS)** – An activity under which HOPWA funding may be used to provide information and referral services to assist households to locate, acquire and maintain affordable housing, including HOPWA and non-HOPWA funded housing resources. This may also include fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap/disability.

**Housing Stability** – The degree to which the HOPWA project assisted beneficiaries to remain in stable housing during the operating year.

**Human Immunodeficiency Virus (HIV)** – HIV is a virus that attacks the body’s immune system.

**Improved Viral Load** – A reduction in the load or volume of HIV present in the HOPWA eligible individual’s blood at the end of the reporting period compared to the beginning of the reporting period. Most PLWHA who are engaged in medical care have routine laboratory tests. The HOPWA eligible individual’s latest laboratory report can be used to determine viral load.

**Institutional Arrangement** – Any form of care in a group, or facility setting. Examples include but are not limited to a mental health support institution, a rehabilitation institution, and a senior care facility.

**Leveraging** – The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources by grantees or sponsors in dedicating assistance to this client population. Leveraged funds or other assistance are used directly in or in support of HOPWA program delivery.

**Live-In Aide** – A person who resides with the HOPWA Eligible Individual and who meets the following criteria: (1) is essential to the care and well-being of the person; (2) is not obligated for the support of the person; and (3) would not be living in the unit except to provide the necessary supportive services. See Code of Federal Regulations Title 24 Part 5.403 and the HOPWA Grantee Oversight Resource Guide for additional reference.

**Master Leasing** – Type of facility-based housing applies to a nonprofit or public agency that leases units of housing (scattered-sites or entire buildings) from a landlord and subleases the units to HOPWA-eligible individuals/households. By assuming the tenancy burden, the agency facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient income.

**Medically Assisted Living Facilities** – HOPWA facility-based housing that assists residents with most or all activities of daily living, such as meals, bathing, dressing, and toileting. Regular medical care, supervision, and rehabilitation are also often available.

**Nonbinary** – A gender other than singularly female or male.

**Office of HIV Housing (OHH)** – OHH is a department in HUD that administers the HOPWA program.

**Operating Costs** – Applies to facility-based housing only, for facilities that are currently open. Operating costs can include day-to-day housing function and operation costs like utilities, maintenance, equipment, insurance, security, furnishings, supplies and salary for staff costs directly related to the housing project but not staff costs for delivering services.

**Outcome** – The degree to which the HOPWA assisted household has been enabled to establish or maintain a stable living environment in housing that is safe, decent, and sanitary, (per the regulations at 24 CFR 574.310(b)) and to reduce the risks of homelessness and improve access to HIV treatment and other health care and support.

**Output** – The number of units of housing or households that receive HOPWA assistance during the reporting year.

**Permanent Facility-Based Housing (P-FBH)** – A type of HOPWA facility-based housing subsidy with no length stay requirements and where the subsidy remains with the facility/unit.

**Permanent Housing Placement (PHP)** – A type of housing subsidy assistance used to establish the household in a new residence. Eligible costs include but are not limited to: reasonable costs for security deposits, first month's rent, utility deposits, hook-up fees (and other costs described on page ). Total PHP costs related to rent cannot exceed two months value of the unit rent (e.g., security deposits, first/last month rent).

**Place not meant for human habitation** – Exited to a living situation such as the streets, car (vehicle), park, abandoned building.

**Primary Contact** – The HOPWA program staff who acts as the primary contact for day-to-day management and delivery of HOPWA program activities.

**Project-Based Rent Assistance (PBRA)** - A rental subsidy program that is tied to specific facilities or units owned or controlled by a project sponsor. Assistance is tied directly to the properties and is not portable or transferable.

**Project Sponsor Organization** – Per HOPWA regulations at 24 CFR 574.3, any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR 574.300. Project Sponsor organizations are required to provide performance data on households served and funds expended.

**Program Income** – Gross income directly generated from the use of HOPWA funds, including repayments. See grant administration requirements on program income at 2 CFR 200.307.

**Provider** – Any entity that provides HOPWA eligible activities to HOPWA program participants directly. A HOPWA provider could be a HOPWA grantee or HOPWA project sponsor.

**Resident rent payments paid directly to private landlords** – The HOPWA TBRA assisted household portion of rent paid to a private landlord in the community. This is not a type of Program Income.

**Resident rent payments** – The HOPWA assisted household portion of rent paid to a HOPWA grantee and/or project sponsor under the transitional or permanent facility-based housing activity, this includes Master Leasing.

**Resource Identification** – Resource Identification or Resource ID is different from Housing Information Services in that this activity is not provided directly to a household. Rather, this activity for HOPWA program staff to establish, coordinate, and develop housing assistance resources for HOPWA-eligible persons.

**Tenant-Based Rental Assistance** – A type of permanent housing subsidy/rental assistance, tenant-based, with no HUD regulatory length of stay requirements.

**Secondary Contact** – The HOPWA program staff person who acts as the secondary contact for the HOPWA program, in absence of the primary contact or for other aspects of the HOPWA program other than the day-to-day operation of the program.

**Short-Term Rent, Mortgage and Utility (STRMU) Assistance** – A time-limited housing subsidy assistance designed to prevent homelessness and increase housing stability. Grantees may provide assistance for up to 21 weeks in any 52-week period. The amount of assistance varies per client depending on funds available, tenant need, and program guidelines.

**Short-Term and Transitional Facility-Based Housing** – A type of facility-based housing with length of stay requirements. For short-term facility-based housing, households may stay no more than 60-days during any six-month period and occupancy is capped at no more than 50 families or individuals. For transitional facility-based housing, generally length of stay is no longer than 24 months.

**Social Security Disability Income (SSDI)** – The SSDI program pays benefits to a qualifying person and certain family members if the qualifying person is “insured.”

**State Children’s Health Insurance Program (CHIP)** – The Children’s Health Insurance Program (CHIP) is a partnership between the federal and state governments that provides low-cost health coverage to children in families that earn too much money to qualify for Medicaid.

**Stewardship Units** – Units developed with HOPWA, where HOPWA funds were used for acquisition, new construction and rehabilitation that no longer receive operating subsidies from HOPWA. Report information for the units is subject to the three-year use agreement if rehabilitation is non-substantial and to the ten-year use agreement if rehabilitation is substantial.

**Supplement Security Income (SSI)** – The SSI program pays benefits to adults and children who meet our requirements for a qualifying disability and have limited income and resources.

**Supportive Services (SS)** – Supportive services are important tools in helping program participants to stabilize their living situations and help address care needs to person living with HIV.

**System for Award Management (SAM)** – All organizations applying for a Federal award must have a valid registration active at sam.gov. SAM (System for Award Management).

**Tax Identification Number (TIN)** – A TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws.

**Tenant-Based Rental Assistance (TBRA)** – TBRA is a rental subsidy program similar to the Housing Choice Voucher program that grantees can provide to help low-income households access affordable housing. The TBRA voucher is not tied to a specific unit, so tenants may move to a different unit without losing their assistance, subject to individual program rules. The subsidy amount is determined in part based on household income and rental costs associated with the tenant’s lease.

**Transgender** – Transgender is defined as a person who identifies with, or presents as, a gender that is different from his/her gender assigned at birth.

**Unique Entity Identifier (UEI)** – The entities doing business with the federal government use the Unique Entity ID created in SAM.gov (see System for Award Management)

**VAWA Internal Emergency Transfers** – Per 24 CFR 5.2005e, an emergency transfer under the VAWA protections refers to an emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.

**VAWA External Emergency Transfers** – Per 24 CFR 5.2005e, an emergency transfer under the VAWA protections refers to an emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit.

**Veteran** – A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

# ACRONYM LIST

<b>ADAP</b>	AIDS Drug Assistance Program
<b>AMI</b>	Area Median Income
<b>APR</b>	Annual Performance Report
<b>ATC</b>	Access to Care
<b>CAPER</b>	Consolidated Annual Performance and Evaluation Report
<b>CCR</b>	Central Contractor Registration
<b>CPD</b>	Community Planning and Development
<b>CPMP</b>	Consolidated Plan Management Process
<b>EIN</b>	Employer Identification Number
<b>HIS</b>	Housing Information Services
<b>HIV</b>	Human Immunodeficiency Virus
<b>HMIS</b>	Homeless Management Information System
<b>HOPWA</b>	Housing Opportunities for Person with AIDS
<b>HUD</b>	U.S. Department of Housing and Urban Development
<b>IDIS</b>	Integrated Disbursement and Information System
<b>OHH</b>	Office of HIV Housing
<b>P-FBH</b>	Permanent Facility-Based Housing
<b>PHP</b>	Permanent Housing Placement
<b>PSH</b>	Permanent Supportive Housing
<b>PLWHA</b>	Persons Living with HIV/AIDS
<b>SAM</b>	System for Award Management
<b>SCHIP</b>	State Children's Health Insurance Program
<b>SRO</b>	Single Room Occupancy
<b>SS</b>	Supportive Services
<b>SSDI</b>	Social Security Disability Insurance
<b>SSI</b>	Supplemental Security Income
<b>ST-TFBH</b>	Short-Term and Transitional Facility-Based Housing
<b>STRMU</b>	Short-Term Rent, Mortgage and Utility
<b>TA</b>	Technical Assistance
<b>TBRA</b>	Tenant-Based Rental Assistance
<b>TIN</b>	Taxpayer Identification Number
<b>UEI</b>	Unique Entity Identifier
<b>VAWA</b>	Violence Against Women Act
<b>YMCA</b>	Young Men's Christian Association
<b>YWCA</b>	Young Women's Christian Association