

TO: HOPWA Grantees, Projects Sponsors and Other Community Partners

4/7/11

This provides an update on the current availability of technical assistance and web-based resources to help you and your community partners provide for effective grants management, oversight and administration of HOPWA program activities.

Please share this information with others in your organization and with your project sponsors and other community providers who assist in the delivery of HOPWA assistance.

NEW IN 2011 – *HOPWA Financial Management Online Training* course (see description below). This is a valuable new training tool to support your management of HOPWA programs. It is strongly recommended that grantees require project sponsors and any subrecipient to have appropriate program staff complete this training course as a condition of the organization's receipt of public resources.

During 2011, the HOPWA team is also working to upgrade existing information systems, such as IDIS, to better support current operations. HUD is also actively taking part in collaborations with other Federal agencies on potential ways to better synchronize data collection tools for more consistent and cross-program needs.

Thank you for your work to provide housing assistance for persons living with HIV/AIDS in your community.

Sincerely

David Vos
Director
Office of HIV/AIDS Housing

HOPWA TRAINING 2011

(i) Performance is Key. Successful HOPWA service delivery has many aspects. The collection and use of HOPWA performance information in evaluating the results of HOPWA projects is a vital part of this program service delivery. Further, active participation in training opportunities along with other efforts to maintain knowledge of program requirements and opportunities are important. These contribute to achieving results that ensure responsiveness to the needs of beneficiaries and support actions to meet oversight responsibilities for the accountable use of resources.

- a. Profiles of HOPWA Results.** Data on the program is based on the collection of annual grantee reports and active use of HOPWA financial systems that provide current obligation, commitment and expenditure information. HOPWA performance information is available in individualized grant profiles through www.hud.gov/offices/cpd/aidshousing. The profile supports greater

public transparency in seeing HOPWA results in the community and helps to improve understanding on how projects contribute to meeting area needs. Information on point of contact for community partners is also posted in a HOPWA locator to help potential clients identify the local providers operating in their community as they seek support from available resources. Inquires on this data collection service should be directed to HOPWA@hud.gov.

b. Performance Reporting. To support accurate and timely information collection and reporting, HUD will explore:

- Improving the quality of standard reporting tools to show HOPWA financial transactions, obligations, encumbered funds in projects, expenditures and related accomplishment data in the Integrated Disbursement and Information System (IDIS);
- Assisting grantees in accurate and timely reporting in the Annual Progress Report (APR) and Consolidated Annual Performance and Evaluation Report (CAPER) and Beneficiary Worksheets in meeting reporting requirements and accessing updated program information.
- Preparing quarterly updates to [individual grantee profiles](#) utilizing current HOPWA reports.
- Other efforts to update training tools that support these reporting systems.

(iii) Available HOPWA Training. Current efforts include new web-based tools that make HOPWA program training opportunities more readily available to grantee and provider staff. See www.HUDHRE.info/HOPWA, e.g. to obtain current guidance on performance reporting, basic orientation information in HOPWA 101, comprehensive training in the new HOPWA financial management course, and the deskguide as updated, *HOPWA Grantee Oversight Resource Guide*. This guide serves as a great introduction to the basic components of HOPWA management and is recommended for all new staff in orientation to the program.

You can contact the help desks for the HOPWA technical assistance teams by accessing this HUDHRE site for links to the regional and national HOPWA TA Providers:

<http://www.hudhre.info/hopwa/index.cfm?do=viewHopwaNatlTechAsst&tpc=ta#taProviders>

(iv) Online Resources Available to Grantees and Project Sponsors:

- **General HOPWA Toolkit:** Regulations, APR & CAPER Forms and Trainings, Factsheets, Oversight Resource Guide, Links to other HOPWA resources
http://www.vpi.org/TAP/HOPWA_Program.htm
- **HOPWA Financial Management Online Training** course, including: financial management standards, management of personnel and non-personnel costs, rental assistance, reporting, auditing, and oversight of project sponsors.
<http://www.hudhre.info/hopwa/index.cfm?do=viewHopwaFinancialTraining>

- **Program Administration Toolkit:** Client level documents, Habitability Standards, Rent Reasonableness, etc
<http://www.hudhre.info/index.cfm?do=viewHopwaPrgmAdminToolkit>
- **HOPWA eLearning Best Practices Training Series:** peer discussions with other grantees and sponsors on known best practices – from grant and program administration to service delivery.
<http://www.vpi.org/TAP/eLearning.htm>
- **HOPWA Short-term Payments Notice CPD 06-07: Standards for HOPWA STRMU**
<http://www.hud.gov/offices/cpd/lawsregs/notices/2006/06-07.doc>
- **CPD Monitoring Handbook 6509.2** (see chapter 10 HOPWA)
<http://www.hud.gov/offices/cpd/library/monitoring/handbook.cfm>
- **Homeless Management Information System (HMIS) Resources**
<http://hmis.info>
- **Consolidated Planning Resources** (including regs)
<http://www.hud.gov/offices/cpd/about/conplan/index.cfm>
- **HOPWA profiles and program information** and link to searchable information on the Continuum of Care process & HUD's homeless programs
<http://hudhre.info>
- **DHHS Information** about the related DHHS Ryan White CARE Program
<http://hab.hrsa.gov/>

(v) Consult with HUD Staff. HUD's state and area field offices have a key role in grants management and in directing local HOPWA technical assistance in collaboration with HQ management of the cooperative agreements. An important feature of these services is direct technical assistance to HOPWA grantees and new emphasis on capacity building and practitioner assistance, for example, in cross-program training sessions and providing insight on area planning and coordination of HOPWA as part of HUD's related community development, affordable housing, and homeless assistance programs. In addition, as may be needed, supplemental classroom training and other tailored technical support can also be arranged. HUD field staff can also provide direct support in addressing program inquiries from grantees and Field and HQ staff will collaborate on case problems that involve more extensive review of program policy and procedures.

Questions on this can also be sent to the Office of HIV/AIDS Housing via the HOPWA@hud.gov email.

Attachment

HOPWA FINANCIAL MANAGEMENT TRAINING -- RELEASED 2/1/11

The Office of HIV/AIDS Housing (OHH) is pleased to announce the availability of a new program management tool. The HUD team, at headquarters and in the field office, has worked with our HOPWA technical assistance staff at ICF International to develop a **Financial Management Online Training course**. This is a new approach to training that allows grantees, project sponsors, and other community partners to access vital information remotely. This tool is designed to provide important information about the regulations and practices of the HOPWA program and to benefit a variety of staff. The training covers many topics including: HOPWA financial management standards, management of personnel and non-personnel costs, HOPWA rental assistance and reporting, auditing, and oversight of project sponsors.

It is strongly recommended that grantees require project sponsors and any subrecipient to have program staff complete this training course as a condition of the organization's receipt of public resources.

The Training tool can be accessed on the hudhre.info website at:

<http://www.hudhre.info/hopwa/index.cfm?do=viewHopwaFinancialTraining>

There are instructions on how to begin the course on this page as well as continuing technical instructions within the course itself. Again, I hope that this training will assist our partners to effectively respond to client needs and operate in an accountable manner.

This office would appreciate feedback from your experiences – please send feedback to HOPWA@hud.gov.

Here is a clip of highlights in this document:

PURPOSE OF THE TRAINING

This training manual is designed for HOPWA grantees and projects sponsors, and more specifically, their program and financial staff. While this training manual includes a lot of information about Federal financial management requirements, the ultimate focus is to provide participants with useful, practical tools, so that the following can be achieved:

- Each staff person working on HOPWA activities has a clear process for recording and adequately documenting time that can be charged to the HOPWA program
- Agencies and organizations have a clear understanding of the basis for properly allocating non-personnel costs to the HOPWA program
- Households receiving rental assistance get an appropriate amount of subsidy and contribute no more and no less than the required amount
- Agency and organization financial and record-keeping systems record in a readily retrievable manner all of the financial (and other) data required for HOPWA reports

The overall financial management process should provide HOPWA grantees an effective approach for developing proposed activities using sound financial information, accurately recording financial

information as they carry out the activities, and reporting all financial information in the format specified. Participants should consider each element of this training as a component of this overall financial management system concept.

HOW THE TRAINING MANUAL IS ORGANIZED

After this Introduction (Module 1), the Manual has two modules related to Federal requirements.

Module 2 provides grounding in Federal regulatory requirements to understand why financial data needs to be tracked and reported.

Module 3 discusses the Office of Management and Budget (OMB) circulars and general cost principles that will guide the way in which you set up your financial tracking systems.

Modules 4, 5, and 6 provide the core information for managing the financial income, expenditures, and reimbursements related to a project sponsor's daily activities. The former two modules address the primary areas where HOPWA funding is used—personnel and non-personnel costs.

Module 6 addresses the financial transactions for rental assistance and the program income and subsidies received.

Module 7 identifies the data elements related to the annual reporting requirements in the Annual Progress Report (APR) and Consolidated Annual Performance and Evaluation Report (CAPER). The APR is required of grantees receiving HOPWA funds through a competitive grant; the CAPER is required of grantees receiving funds through a formula grant.

Finally, Modules 8 and 9 address auditing and monitoring processes.