

Dear grantees: 2/10/2011

The Office of HIV/AIDS Housing (OHH) is pleased to announce the launch of an enhanced grantee contacts update feature on the www.hudhre.info site. Updates of grantee and project sponsor information on this site are crucial to persons seeking housing assistance and for other members of the interested public seeking information about the Housing Opportunities for Persons with AIDS (HOPWA) program. HUD asks that the steps be followed to ensure that it is has the most up-to-date contact information. Additionally, HUD has determined that the current method of disseminating updates to its grantees should be shifted to enhance communications between HUD and its partners. To assist HUD in this goal, please sign up for the HOPWA mailing list to ensure that you receive timely and pertinent updates from HUD. The mailing list sign up may be accessed by going to <http://www.hud.gov/subscribe/signup.cfm?listname=HOPWA&list=HOPWA-L> . HUD appreciates your assistance in regards to this manner. NOTE: The contact information on the HUDHRE site is a separate process from the HUD listserv sign up. Please update information on both sites. Questions regarding this matter can be sent to Hopwa@hud.gov

Sincerely,

Office of HIV/AIDS Housing

HUD's Office of HIV/AIDS Housing launches an enhanced grantee contacts feature on the HRE website.

HUD's Office of HIV/AIDS Housing is pleased to announce the launch of an enhanced contacts feature on the HRE website. Grantees can now submit updates to their contact information and project sponsors directly via the Find a HOPWA Grantee tab on HOPWA Local Resources: Contact Information, Maps, and Reports page on the HUD HRE Website by following the steps outlined below.

1. Select your state from the drop down list.

Find a HOPWA Grantee [Go to HOPWA Home Page](#)

HOPWA grantees sponsor local programs in their jurisdictions. HOPWA grantees are representatives of the city or state that receive HOPWA dollars directly from HUD. Grantees typically award funds to local community-based organizations (known as project sponsors) who provide services to clients. To locate contact information for the HOPWA grantees in your area, begin by selecting a state below.

(Note: To see a national map of HOPWA formula grantees, view the [HOPWA Formula Jurisdictions Map](#).)

Please select a state:

2. Select your grantee.

Find a HOPWA Grantee

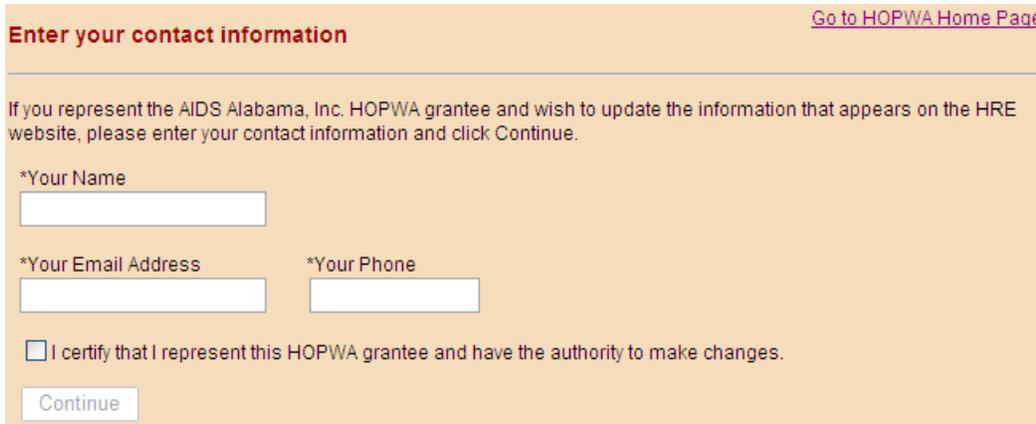
Grantee Detail Information

[Search Grantees](#) | [View Other AL Grantees](#)

 [Update Grantee Information](#)

3. Select "Update Grantee Information" link

4. Enter the information requested, check the box certifying that you represent the HOPWA grantee, and select "Continue"



The screenshot shows a web form titled "Enter your contact information" with a link to "Go to HOPWA Home Page" in the top right corner. The form contains the following elements:

- A heading: "Enter your contact information" (in red text).
- A link: "Go to HOPWA Home Page" (in purple text).
- Instructional text: "If you represent the AIDS Alabama, Inc. HOPWA grantee and wish to update the information that appears on the HRE website, please enter your contact information and click Continue."
- Form fields:
 - *Your Name (text input)
 - *Your Email Address (text input)
 - *Your Phone (text input)
- A checkbox with the text: "I certify that I represent this HOPWA grantee and have the authority to make changes."
- A "Continue" button.

5. Update the information that is incomplete or outdated and submit the updates. Please Note: HUD will review updates you have submitted prior to having them posted on the HUDHRE site. Note: we will contact grantees directly via email if we have any questions regarding the updates submitted.

6. If you have questions regarding this feature or encounter any technical difficulties please contact us via the [HRE Virtual Helpdesk](#).