

**MEMORANDUM FOR:** HOPWA Grantees, CPD Field Directors

September 13, 2011

**FROM:** David Vos, Director, Office of HIV/AIDS Housing

**SUBJECT:** Guidance on the use of HOPWA Funds for the North American Housing and HIV/AIDS Research Summit VI

This memorandum serves as a follow-up to an August 3rd email to all Housing Opportunities for Persons with AIDS (HOPWA) grantees and project sponsors announcing HUD's co-sponsorship of the North American Housing and HIV/AIDS Research Summit VI. The purpose of this memorandum is to provide guidance to recipients of HOPWA formula and competitive grants on the use of HOPWA funds to pay for grantee or project sponsor staff to attend the Summit taking place in New Orleans, LA, on September 21-23, 2011. Similar to prior HOPWA guidance on program-related training activities, HOPWA funds are eligible for use by grantees and project sponsors to support costs for HOPWA-designated trainings, such as reasonable costs for travel, hotel, per diem, and other related travel costs that will enable participation in the training sessions.

#### **ELIGIBLE TRAINING COSTS**

Participation in the North American Housing and HIV/AIDS Research Summit VI is designated as a HOPWA-eligible training event in promoting the use of best practices and research to adapt programs to better coordinate housing and care. Reasonable costs, if applied to HOPWA accounts, should not exceed the federal government's published limits on subsistence lodging and per diem rates that are established by the General Services Administration (GSA). Grantees may use these standards for allocating costs to program activities:

(a) For formula grant recipients or competitive/renewal grants, the related training activity costs for this designated training event can be prorated by budget line items with up to 80 percent of such costs eligible as resource identification costs associated with efforts to establish, coordinate, and develop housing assistance resources for eligible persons. Grantees may assign all or at least 20 percent of these costs as administrative costs associated with HUD grants management functions. For example, a HOPWA grantee or project sponsor that incurs \$1,100 to participate in the Summit would charge such costs as \$880 in resource identification costs and \$220 in administrative costs.

(b) Grantees and project sponsors may use other non-HOPWA sources for any or all of these costs, and may report these as leveraged other resources in supporting program objectives.

#### **QUESTIONS**

If you have questions about this training event, please contact the Office of HIV/AIDS Housing: Amy Palilonis, CPD Specialist, at [Amy.L.Palilonis@hud.gov](mailto:Amy.L.Palilonis@hud.gov) or 202-402-5916. The North American Housing and HIV/AIDS Research Summit IV offers a great opportunity to engage with

other professional colleagues, including HUD staff, committed to providing housing assistance and supportive services to persons living with HIV/AIDS.