SAMPLE HANDBOOK

Housing Opportunities for Persons With AIDS (HOPWA) Policies and Procedures

[Your organization's name]

Written from 24 CFR Part 574, checked November 20, 2026.

How to use this sample

Replace the bracketed name with your organization's. Change the job titles to the ones you use. Have the people who do the work read each section and correct anything that does not match how you operate. Then have your director or board approve it and sign the last page.

This is a sample, not legal advice. It follows the federal regulation. Your grant agreement and your funder's manual can add or tighten requirements, and they control where they differ.

Introduction

This handbook explains the policies and procedures our organization uses to manage Housing Opportunities for Persons With AIDS (HOPWA) funds. HOPWA is a program of the U.S. Department of Housing and Urban Development (HUD) that pays for housing help and related services for low-income people living with HIV/AIDS and their families. We receive these funds as a project sponsor, which means a nonprofit or government housing agency that carries out HOPWA activities under a contract with a grantee. The grantee is the city, county or state that holds the grant from HUD. Many duties in the regulation are written as duties of the grantee, and the grantee passes them to us through our contract. A city or county that manages the grant itself can use this handbook by reading "the grantee" as its own program office. Each section states our policy, lists the steps our staff follow, and names the regulations the section rests on. Where the regulation leaves a number or a method to the grantee or to HUD, we say so and follow our agreement. If this handbook and our agreement ever differ, the agreement and the regulation control. The program director reviews this handbook each year and whenever the rules change.

What the program expects in writing

- A signed contract with the grantee that commits us to run the program under the HOPWA rules (24 CFR 574.3; 24 CFR 574.500(b))
- A formal written process for ending a participant's assistance (24 CFR 574.310(g)(2)(ii))
- A confidentiality policy that protects the name of every person assisted and any other information about them (24 CFR 574.440)
- Written outreach procedures, and proof that they were carried out (24 CFR 574.603(b))
- Policies on when a family has to report a change in income or household members, and procedures for getting complete and accurate income information (24 CFR 574.310(e)(3)(iii) and (e)(4)(iv))
- The rent standard for rental assistance (24 CFR 574.320(a)(2))
- A grace period policy for family members who remain after the death of the person living with HIV/AIDS, or after a lease is split because of domestic violence (24 CFR 574.310(g)(1); 24 CFR 574.460; 24 CFR 574.604(b))
- A VAWA emergency transfer plan, the notice of occupancy rights and certification form, and a VAWA lease addendum (24 CFR 574.604(b), (d) and (f); 24 CFR 5.2005(a) and (e))
- Written standards of conduct and a conflict of interest policy (24 CFR 574.625(a); 2 CFR 200.318(c)(1))
- Documented procurement procedures (2 CFR 200.318(a))
- Written procedures for handling grant payments and for deciding whether a cost is allowable (2 CFR 200.302(b)(6) and (b)(7); 24 CFR 574.605)
- A written notice to participants about their religious freedom protections (24 CFR 5.109(g); 24 CFR 574.300(c))

1. Participant eligibility, income and documentation

OUR POLICY

We serve eligible persons as the regulation defines them: a low-income person living with HIV/AIDS, and that person's family. The regulation uses the phrase "AIDS or related diseases", which includes HIV infection. Family is defined broadly. It includes people who live with the eligible person and are important to their care or well-being, whatever their sexual orientation, gender identity or marital status. The regulation defines low-income by pointing to the HOPWA statute and does not print an income figure, and it does not say what proof of HIV status to collect. For both we follow the income limits and documentation rules our grantee gives us.

WHAT WE DO

1. The case manager confirms that at least one member of the household is a person living with HIV/AIDS, using the kind of proof our grantee accepts, and stores that proof under the confidentiality steps in this handbook.
2. The case manager lists every household member and notes how each one fits the regulation's definition of family.
3. The case manager confirms that the household is low-income, using the income limits and the income method named in our agreement with the grantee, and keeps the source documents in the file.
4. The case manager does not apply an income test to housing information services, because a person living with HIV/AIDS or a family member can receive those services at any income.
5. The case manager records the race and ethnicity of each participant, which the regulation requires grantees to keep current and accurate.
6. The case manager explains at intake that we charge no fee for HOPWA housing or services, other than the participant's share of rent.
7. The case manager writes the reason in the record whenever a household is found not eligible.
8. The program director reviews a sample of new participant files on a regular schedule and has any missing documents added.

Rules this covers: 24 CFR 574.3; 24 CFR 574.300(b)(1); 24 CFR 574.430; 24 CFR 574.500(b)(4); 24 CFR 574.530(a); 24 CFR 5.403

2. Eligible activities, administrative costs and fees

OUR POLICY

We spend HOPWA funds only on the activities named in our agreement with the grantee. The regulation allows housing information services, resource identification, buying, repairing or leasing facilities, new construction of certain housing, project-based or tenant-based rental assistance, short-term rent, mortgage and utility payments, supportive services, operating costs for housing, and technical assistance for community residences. A project sponsor may use no more than 7 percent of the amounts it receives for administrative costs. A grantee may use no more than 3 percent of the grant for its own administrative costs. We never use HOPWA funds to replace money that a state or local government has already set aside for the same purpose.

WHAT WE DO

1. The program director keeps a chart that matches each budget line in our agreement to the activity it falls under in the regulation.
2. The program director confirms that a cost fits a budget line and an eligible activity before approving it.
3. The finance manager codes general management, oversight, coordination, evaluation and reporting to the administrative line and keeps that line at or below 7 percent of the HOPWA amounts we receive.
4. The finance manager charges costs that directly carry out an activity, such as a case manager's time spent delivering housing help, to that activity and not to administration.
5. The program director approves HOPWA-paid health services only for the person living with HIV/AIDS, not for other family members, and only when insurance, a health benefits program or another payer has not paid and cannot reasonably be expected to pay.
6. The program director approves new construction only for single room occupancy dwellings and community residences, which are the only kinds the regulation allows.
7. The program director checks with the grantee before offering formal housing counseling, because HUD requires certified counselors for it. Housing help that is a small part of broader case management is not covered by that rule.
8. The finance manager confirms each year that HOPWA funds are adding to, and not replacing, state or local funds appropriated for the same purpose.
9. The program director asks the grantee in writing before starting any activity that is not in our agreement.

Rules this covers: 24 CFR 574.3; 24 CFR 574.300(a); 24 CFR 574.300(b)(1) through (b)(9); 24 CFR 574.300(b)(10)(i) and (ii); 24 CFR 574.310(a)(2); 24 CFR 574.400; 24 CFR 574.430; 24 CFR 574.660; 24 CFR 5.111

3. Short-term rent, mortgage and utility payments and short-term housing

OUR POLICY

Short-term rent, mortgage and utility payments, often called STRMU, help a tenant or homeowner stay in their own home and avoid homelessness. We do not pay these costs for any person for more than 21 weeks of costs in any 52-week period. If we run a short-term supported housing facility, which is temporary shelter, no person lives there for more than 60 days in any six-month period, and the facility houses no more than 50 families or individuals at one time. Only HUD can waive these limits. They do not apply to ongoing rental assistance. The regulation does not set a dollar cap on short-term payments or say how to count the 52 weeks, so we follow our grantee's written method.

WHAT WE DO

1. The case manager confirms that the person is the tenant or the mortgage holder of the home and that the payment is needed to keep them from becoming homeless, and keeps the lease, mortgage statement or utility bill in the file.
2. The case manager keeps a log for each person that shows the weeks of rent, mortgage and utility costs we have paid, and checks the log against the 21-week limit before each new payment.
3. The case manager counts the 52-week period in the way our grantee's written policy says.

4. The finance manager makes each payment in the way our agreement directs and keeps the bill and proof of payment.
5. The case manager offers supportive services designed to help the person stay in their home, when that is reasonable, and gives each person the chance to receive case management from the right social service agencies.
6. The program director tracks length of stay and the number of people housed in any short-term facility we run, and gives each resident the chance to be placed in permanent housing or another setting that fits their health and social needs.
7. The program director sends any waiver request for the time limits or the 50-person limit to the grantee, since the decision belongs to HUD.
8. The program director confirms that no one is refused or removed from short-term supported housing because they are or have been a victim of domestic violence, dating violence, sexual assault or stalking.

Rules this covers: 24 CFR 574.300(b)(6); 24 CFR 574.330(a)(1) and (a)(2); 24 CFR 574.330(b); 24 CFR 574.330(c); 24 CFR 574.330(d); 24 CFR 574.330(e); 24 CFR 574.604(a)(2)

4. Rental assistance, resident rent and income reviews

OUR POLICY

Each person who receives HOPWA rental assistance, or who lives in HOPWA-assisted rental housing, pays a share of the rent, including utilities. The share is the highest of three amounts: 30 percent of the family's monthly adjusted income, 10 percent of the family's monthly income, or the part of a welfare payment that the agency has set aside for housing costs. This rule does not apply to people in short-term supported housing. Our monthly payment for a unit is never more than the gap between the resident's share and the lower of the rent standard or the reasonable rent. We figure income under HUD's income rules in 24 CFR 5.609 and 5.611, and we review each family's income and household members every year.

WHAT WE DO

1. The case manager figures annual income and adjusted income using HUD's rules, including the deductions HUD lists for dependents, for elderly and disabled families, for certain health and disability costs, and for child care that lets a family member work or study.
2. The case manager gets outside proof of income, assets and deductions, or writes in the file why outside proof was not available.
3. The case manager checks each unit's rent against the grantee's rent standard, which can be no higher than HUD's published Fair Market Rent or a HUD-approved exception rent, and asks the grantee before using the allowance of up to 10 percent more, which is limited to 20 percent of assisted units.
4. The case manager confirms that the rent is reasonable compared with similar unassisted units and is not more than the owner charges for similar unassisted units, and keeps the comparison in the file.
5. The case manager sets the rent for a shared housing unit by the family's share of the private space, for example the number of bedrooms they use divided by the bedrooms in the unit, and confirms that sharing is the family's own choice.

6 The case manager completes an interim income review within a reasonable time, which should generally be no more than 30 days after the family reports a change, and always does one when adjusted income rises by an estimated 10 percent or more, subject to the exceptions in the regulation.
7 The case manager gives the family 30 days' written notice before a rent increase when the family reported the change on time, and starts a rent decrease on the first day of the month after the change.
8 The case manager follows the grantee's written policy on the asset limits in 24 CFR 5.618, which HOPWA applies only to housing where the resident rent rule applies.
9 The program director has any income error corrected as soon as it is found, and credits or repays a family that was overcharged. A family that was undercharged because of our error does not have to repay.

Rules this covers: 24 CFR 574.300(b)(5); 24 CFR 574.310(d); 24 CFR 574.310(e)(1) through (e)(5); 24 CFR 574.310(f); 24 CFR 574.310(h); 24 CFR 574.320(a); 24 CFR 574.320(b); 24 CFR 5.609; 24 CFR 5.611(a); 24 CFR 5.618

5. Housing standards, lead-based paint and facilities

OUR POLICY

Housing paid for with HOPWA rental assistance, facility funds or operating funds must be safe and sanitary. It must meet state and local housing codes and licensing rules, and it must meet HUD's national housing standards in 24 CFR 5.703, as the HOPWA regulation applies them. Housing that still meets the HOPWA standards in force when the person moved in does not have to meet newer ones. The regulation does not say how often to inspect, so we use the schedule our grantee sets. A building that HOPWA helped buy, build or substantially rehabilitate must stay in use as housing or assistance for people living with HIV/AIDS for at least 10 years. For smaller rehabilitation or repair the period is at least 3 years. Only HUD can waive a use period.

WHAT WE DO

1 The case manager inspects each unit against a checklist built from 24 CFR 5.703 before we approve it, and again on the grantee's schedule. The checklist covers the unit, the equipment that serves it, the exits from the unit door to the street, and shared areas such as a laundry room.
2 The case manager checks that the unit has hot and cold running water, a private working bathroom, a kitchen area, working smoke detectors on each level and in each bedroom, safe electrical outlets, and no health or safety hazards.
3 The program director confirms that each unit and facility meets local housing codes and any licensing rules, and keeps the proof.
4 The case manager, when a child under age 6 will live in a rental assistance unit built before 1978 and no exemption in 24 CFR 35.115 applies, has a person trained in visual assessment check for damaged paint at the first and later inspections. The unit is not approved until the owner has repaired the paint.
5 The program director does not buy, lease, repair, rehabilitate or build property, or commit any funds to do so, until the environmental review is finished and the grantee confirms the funds are released.

6 The program director keeps a list of each HOPWA-assisted building with the date the use period began and the date it ends, and tells the grantee before any sale or change of use.
7 The program director takes all reasonable steps to avoid displacing people from a building we acquire or rehabilitate, gives written notice of the project to anyone who moves in after the application, and works with the grantee on relocation help for anyone who is displaced.
8 The program director confirms that the grantee has on file the required certifications about services, funding and capability before HOPWA funds are spent on a community residence.
9 The program director checks whether a property is in a flood hazard area and, if it is, confirms flood insurance is in place before funds are used.
10 The program director files every inspection report with the participant's file or the facility record.

Rules this covers: 24 CFR 574.310(b); 24 CFR 574.310(c); 24 CFR 574.340(b); 24 CFR 574.510(b); 24 CFR 574.630(a), (b) and (f); 24 CFR 574.635; 24 CFR 574.640; 24 CFR 5.703; 24 CFR 35.115; 24 CFR 35.1200; 24 CFR 35.1215

6. Supportive services and access to other benefits

OUR POLICY

Appropriate supportive services must be part of any HOPWA-assisted housing. We assess what housing help and services each participant needs on an ongoing basis, and we make sure qualified providers in our area offer those services. The regulation lists services such as health and mental health care, assessment, permanent housing placement, drug and alcohol treatment and counseling, day care, personal assistance, nutrition, and help getting local, state and federal benefits. Permanent housing placement means help moving into a lasting home. The regulation does not say which placement costs may be paid or set a cap, so we follow our grantee's written rules. We coordinate with the state and local agencies and the other organizations that serve the same people.

WHAT WE DO

1 The case manager assesses each participant's housing and service needs at intake and updates the assessment on a regular schedule.
2 The case manager writes a housing and services plan with the participant and records each referral and its result.
3 The case manager helps each participant apply for the public benefits and health coverage they may qualify for.
4 The case manager helps find a care provider, and makes the referral, when a participant needs more intensive care than our housing can give.
5 The program director keeps written referral arrangements with the health, mental health and substance use providers we rely on.
6 The case manager pays permanent housing placement costs only for the items and amounts the grantee's written rules allow.
7 The program director meets with state and local agencies and other providers that serve people living with HIV/AIDS, and keeps notes of that coordination.
8 The program director reviews each year whether participants are receiving the services their plans call for, and reports gaps to the grantee.

Rules this covers: 24 CFR 574.300(a); 24 CFR 574.300(b)(7); 24 CFR 574.310(a)(1); 24 CFR 574.310(a)(2); 24 CFR 574.420(a); 24 CFR 574.500(b)(2) and (b)(3)

7. Confidentiality

OUR POLICY

We keep confidential the name of every person we assist under HOPWA and any other information about them. This is a condition of our agreement with the grantee. Because taking part in this program can reveal a person's HIV status, we treat the fact that someone is a participant as confidential in itself. We share information only with the participant's written permission, or where the law or our grant requires it, such as giving HUD, the grantee and auditors access to records. Information a person gives us about domestic violence, dating violence, sexual assault or stalking is kept in strict confidence and is never entered into a shared database.

WHAT WE DO

1. The executive director has each employee, volunteer and board member with access to participant information sign our confidentiality policy when they start and each year after.
2. The program director keeps paper files locked and electronic files password protected, and limits access to staff who need it for their work.
3. The case manager gets a signed, dated release from the participant before sharing information with a landlord, service provider or anyone else, and shares only what the release covers.
4. The finance manager makes sure that checks, payment notes, envelopes and return addresses sent to landlords, lenders and utility companies do not name the program in a way that would reveal a participant's HIV status.
5. The case manager holds conversations about a participant's health or housing in a private space and does not leave detailed voicemail or email without the participant's consent.
6. The program director keeps documents about domestic violence, and each affected tenant's new address, apart from the regular file and out of any shared database, and releases them only with the person's time-limited written consent or where the law requires.
7. The program director gives the grantee, HUD and their auditors access to records for monitoring and audits, in a private setting, and records who reviewed which files.
8. The program director reports any loss or wrongful release of participant information to the executive director and the grantee at once, and writes down what was done to fix it.

Rules this covers: 24 CFR 574.440; 24 CFR 574.450; 24 CFR 574.604(b)(1)(i)(D) and (b)(2)(i)(D); 24 CFR 5.2007(c); 2 CFR 200.303(e); 2 CFR 200.337(a)

8. Termination of assistance and surviving family members

OUR POLICY

We may end assistance when a participant breaks program rules or the conditions of living in the housing, but we provide supportive services first so that assistance is ended only in the most severe cases. We follow a formal process that respects the participant's right to due process. We never end assistance because a person is a victim of domestic violence, dating violence, sexual assault or stalking. When the person living with HIV/AIDS dies, family members who lived with them in the assisted unit keep their housing assistance and services for a grace period that we set, which cannot be longer than one year from the date of death.

WHAT WE DO

1. The case manager gives each participant the program rules in writing at enrollment and explains how termination and review work.
2. The case manager documents the rule violation, the services offered and the steps taken to resolve the problem before recommending termination.
3. The program director reviews the file and decides whether the violation is serious enough to end assistance.
4. The program director gives the participant a written notice that clearly states the reasons for termination.
5. The executive director, or another person who did not make or approve the decision and does not report to the person who did, holds a review at which the participant may confront opposing witnesses, present written objections and be represented by their own counsel, such as a lawyer.
6. The executive director sends the participant prompt written notice of the final decision.
7. The program director checks every proposed termination against the VAWA protections and includes the VAWA notice of occupancy rights and certification form with any notice ending rental assistance or evicting a person from an assisted unit.
8. The case manager, after the death of the person living with HIV/AIDS, tells the surviving family members in writing how long their grace period lasts, and may help them with information on other housing programs and with moving costs.

Rules this covers: 24 CFR 574.310(g)(1); 24 CFR 574.310(g)(2)(i); 24 CFR 574.310(g)(2)(ii); 24 CFR 574.604(d)(1); 24 CFR 5.2005(b); 24 CFR 5.2005(c)

9. Nondiscrimination, outreach, faith-based rules and VAWA protections

OUR POLICY

Within the group of people who qualify for HOPWA, we serve everyone without discrimination, under the fair housing and civil rights laws listed in 24 CFR 5.105(a) and the Americans with Disabilities Act. We follow written outreach procedures so that all who qualify know the program is available, including facilities and services accessible to people with disabilities. We do not require anyone to take part in religious activities. VAWA is the Violence Against Women Act, which protects victims of domestic violence, dating violence, sexual assault and stalking of any sex. Its housing rules cover HOPWA rental assistance, community residences and HOPWA-assisted facilities. They do not fully cover short-term supported housing, but no one can be refused or removed from it for being a victim.

WHAT WE DO

1. The program director follows our written outreach procedures, which name where and how we publicize the program, and keeps copies of flyers, mailings, partner lists and dates as evidence.
2. The program director arranges accessible formats and accessible meeting places so that people with disabilities can use our services.
3. The program director keeps our admission and placement practices in line with HUD's equal access rules in 24 CFR 5.105(a)(2) and 5.106 as they read at the time, and checks with the grantee when those rules change.
4. The case manager gives each person HUD's written notice of religious freedom protections before enrollment, or as soon as possible when that cannot be done first.

5 The program director keeps any religious activity our organization offers separate in time or place from HOPWA-funded services and makes sure taking part is voluntary.
6 The case manager gives the VAWA notice of occupancy rights and certification form when a person is denied rental assistance or admission to an assisted unit, when they are admitted or assistance starts, and with any notice of eviction or of termination of rental assistance.
7 The program director makes sure each owner or manager uses a VAWA lease addendum that carries the VAWA protections, lets the tenant end the lease without penalty when they qualify for an emergency transfer, and commits the owner of a tenant-based unit to give the VAWA notice with any eviction notice.
8 The program director follows the emergency transfer plan developed by the grantee, logs each transfer request and its outcome, puts any request for proof of abuse in writing with at least 14 business days to respond, and decides case by case whether to give new tenant-based assistance when a household divides.
9 The program director gives the people who remain in a unit after a lease is split because of domestic violence a grace period of at least 90 calendar days and no more than one year to qualify for HOPWA or find other housing, continues their assistance and services during that time, and tells them in writing how long it lasts.

Rules this covers: 24 CFR 574.300(c); 24 CFR 574.460; 24 CFR 574.603; 24 CFR 574.604(a); 24 CFR 574.604(b); 24 CFR 574.604(d); 24 CFR 574.604(f); 24 CFR 5.105(a); 24 CFR 5.106; 24 CFR 5.109(e) and (g); 24 CFR 5.2001(a); 24 CFR 5.2005(a) and (e); 24 CFR 5.2007(a)

10. Financial management, procurement and conflicts of interest

OUR POLICY

The federal grant rules in 2 CFR Part 200 apply to HOPWA grants. We track HOPWA funds apart from all other money, by grant and by budget line, and we can trace every charge to a source document. We charge a cost to HOPWA only if it is allowed, reasonable and benefits the program. Staff time charged to HOPWA is based on records of the work actually done. We buy goods and services through fair, documented steps. No employee, agent, consultant, officer or official who has a role in HOPWA activities, or who can influence decisions or gain inside information about them, may gain a financial interest or benefit from those activities, for themselves or for family or business ties, while in that role or for one year after.

WHAT WE DO

1 The finance manager sets up a separate fund or cost center for each HOPWA grant, with accounts that match the budget lines in our agreement.
2 The finance manager compares actual spending with the budget each month and tells the program director about any line running over or under, keeping in mind that HUD may take back funds not spent within three years of the date the grant agreement was signed.
3 The program director approves a timesheet for each employee paid in part with HOPWA funds that shows all hours worked, split by program and activity.
4 The finance manager splits shared costs such as rent, phones and insurance using the method in our written cost allocation plan.

5 The finance manager charges indirect costs (overhead that cannot be tied to one program) only as our agreement allows, using our federally negotiated rate or, if we do not have one, the de minimis rate of up to 15 percent of modified total direct costs, and asks the grantee how these costs count against the 7 percent limit on administrative costs.
6 The finance manager follows our written procurement procedures, keeps a file for each purchase that shows why the method, the contract type, the vendor and the price were chosen, and confirms before a contract is signed that the vendor is not suspended or debarred from federal work.
7 The executive director has each employee and board member sign our conflict of interest policy and report any possible conflict in writing as soon as it comes up.
8 The executive director reports any potential conflict to the grantee in writing, since only HUD can grant an exception, and only after the conflict has been disclosed to the public and an attorney has given an opinion that the interest would not break state or local law.
9 The finance manager arranges a single audit for any fiscal year in which our organization spends $1,000,000 or more in federal awards from all sources.

Rules this covers: 24 CFR 574.450; 24 CFR 574.540; 24 CFR 574.605; 24 CFR 574.625; 24 CFR 574.650; 2 CFR 200.112; 2 CFR 200.214; 2 CFR 200.302; 2 CFR 200.303; 2 CFR 200.318; 2 CFR 200.403; 2 CFR 200.405; 2 CFR 200.414(f); 2 CFR 200.430(g); 2 CFR 200.501(a)

11. Agreements, monitoring, record keeping and reports

OUR POLICY

The grantee is responsible for making sure we carry out HOPWA activities in line with every requirement, and for making sure we have the capacity to do so. We keep records that show each requirement was met, and we make our financial records available to HUD and the grantee. The HOPWA regulation says records must be kept for a 4-year period. It does not say when the 4 years begin, so we use the start date in our agreement and keep records longer where our agreement or another rule requires it. We send the grantee the data it needs for its yearly report to HUD, including the number of people assisted and the types of help given.

WHAT WE DO

1 The program director keeps the signed agreement with the grantee, and every amendment, with this handbook.
2 The case manager keeps a file for each participant with the proof of eligibility, income and rent calculations, inspections, services and payments provided, and any termination notices.
3 The finance manager keeps supporting documents for every cost charged to HOPWA, along with procurement files and timesheets.
4 The program director keeps a retention schedule that holds HOPWA records for at least 4 years, holds records of equal access compliance for 5 years, and holds anything tied to an open audit, claim or lawsuit until it is resolved.
5 The program director keeps current data on the race and ethnicity of participants, and a log of emergency transfers requested under VAWA with the outcome of each request.
6 The program director sends the performance and financial reports listed in our agreement on the schedule it sets, so that a formula grantee can file its yearly performance report with HUD within

90 days after its program year ends. A competitive grantee reports to HUD each year until all grant funds are spent.

7 The program director gives the grantee, HUD and their auditors access to our records and staff during monitoring and answers any findings in writing by the deadline given.

8 The program director, when our organization is the grantee, confirms each sponsor's capacity before signing a contract, puts the required terms in the contract, monitors each sponsor as needed to see that it follows the rules, and keeps the findings and corrective actions on file.

9 The program director reviews our own compliance with this handbook at least once a year and fixes any problems found.

Rules this covers: 24 CFR 574.410; 24 CFR 574.450; 24 CFR 574.500(a); 24 CFR 574.500(b); 24 CFR 574.520; 24 CFR 574.530; 24 CFR 91.520(a) and (f); 24 CFR 5.106(d); 24 CFR 5.2005(e)(12); 2 CFR 200.332(e); 2 CFR 200.334; 2 CFR 200.337(a)

Adoption

This handbook was reviewed and adopted by our organization on the date below. We review it once a year and whenever the grant agreement or the regulation changes.

Adopted by: _____ Title: _____

Signature: _____ Date: _____

Sources

- 24 CFR Part 574: The Housing Opportunities for Persons With AIDS regulation: eligible activities, housing standards, resident rent, time limits, grantee and sponsor duties, records and other federal requirements. https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-574
- 24 CFR Part 5: HUD's general program requirements, including nondiscrimination (5.105, 5.106), faith-based rules (5.109), housing counseling (5.111), income (5.609, 5.611, 5.618), housing standards (5.703) and VAWA protections (subpart L). https://www.ecfr.gov/current/title-24/subtitle-A/part-5
- 2 CFR Part 200: The federal Uniform Guidance on financial management, procurement, cost principles, record retention and audits, which 24 CFR 574.605 and 574.650 apply to HOPWA. https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200
- 24 CFR Part 35: HUD's lead-based paint rules, which 24 CFR 574.635 applies to HOPWA activities. https://www.ecfr.gov/current/title-24/subtitle-A/part-35
- 24 CFR 91.520: The rule for a formula grantee's annual performance report to HUD, including the HOPWA data it has to contain. https://www.ecfr.gov/current/title-24/section-91.520
- HUD HOPWA program page: HUD's page for the HOPWA program, with notices, guidance and training for grantees and project sponsors. https://www.hud.gov/hud-partners/community-hopwa