2026-2027
Housing Opportunities for Persons with AIDS
HOPWA Program

Instructions and Application

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City of Riverside
Housing and Human Services Department (HSS)
3900 Main Street 5th Floor
Riverside, CA 92522

Application Submission Timeline	
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Housing Opportunities for Persons with AIDS

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SECTION 1 - OVERVIEW

INTRODUCTION

1. The Housing Opportunities for Persons with AIDS (HOPWA) Program, established by the AIDS Housing Opportunity Act, is 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.

The HOPWA program was authorized by the AIDS Housing Opportunity Act of 1992 and is funded through the United States Department of Housing and Urban Development (HUD) in accordance with Title 24, Code of Federal Regulations, Part 574 (24 CFR Part 574). The HOPWA program goals are to: (1) increase housing stability, (2) reduce the risk of homelessness, and (3) increase access to care and support.

HOPWA funding is flexible and supports a wide range of eligible housing activities and support services so that grantees may customize programs based on community housing and service needs, special sub-populations served, and other available public and private resources. Persons living with HIV/AIDS confront unique barriers to accessing housing, care, and services. These challenges are compounded by experiences of housing discrimination, stigma, or limited local affordable housing options, and often jeopardize an individual's chances of remaining stably housed. Research consistently shows that housing is a critical component of HIV/AIDS care and prevention. By helping with housing and related services, the HOPWA program helps people living with HIV/AIDS to enter housing, access and remain in care, and abide by complex treatment management.

PURPOSE OF PROGRAM

2. The purpose of the HOPWA program is to provide housing assistance and supportive services for low-income persons medically diagnosed with HIV/AIDS and their families, who are homeless, at risk of homelessness, or unstably housed. The program provides housing and other support to help the most vulnerable households with multiple health and life challenges to achieve housing stability. HOPWA supportive housing also serves as a cost-effective housing intervention that increases an individual's access to care, reduces emergency care costs, and improves life outcomes for the beneficiaries.

PROGRAM DESCRIPTION

- The City of Riverside's Department of Housing and Human Services (HHS) receives an annual HOPWA entitlement grant from HUD to serve HOPWA eligible clients in San Bernardino and Riverside Counties, in compliance with the AIDS Housing Opportunity Act and other federal requirements.

- Program emphasis should be placed on providing an adequate assessment of program participants' housing barriers with a focus on stabilizing their housing as soon as possible.

- All funded HOPWA project sponsors are expected to develop, with the input of each program participant, an individualized housing plan.

- Program emphasis should be placed on successfully coordinating services for program participants so that each person served has contact with a case manager and a primary health care provider and can easily access and maintain medical insurance/assistance and potentially sources of income.

SERVICE AREAS

The awarded project sponsor must be able to provide services to eligible residents in Riverside and/or San Bernardino County.

EPIDEMIOLOGICAL DESCRIPTION

The California HIV Surveillance Report 2021 provides statistics on PLWH throughout California. The table below shows (1) the number of PLWH in the service area, (2) the number and percent of PLWH who are in medical care, and (3) the number and percent of PLWH who are virally suppressed. To view the full report, go to https://www.cdph.ca.gov/programs/cid/doa/pages/oa_case_surveillance_reports.aspx.

GENERAL PROGRAM GUIDANCE

- The HOPWA program is strictly a reimbursement program. It is the City of Riverside HHS expectation that applicants have the cash on hand to provide services such as Short-Term Rent, Mortgage, and Utility, and Tenant Based Rental Assistance.

- Project Sponsor Administration costs as outlined in 24 CFR 574.3 cannot be greater than 7%. Admin costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities.

- A program participant's HIV status diagnosis must be made by a health professional competent to make such a determination and documented in the participant's file.

- Program participant's income. The entire family income, both family member applying and assisted must be documented; this includes family members with income, which may include the income of minors. Except for Housing Information Services, a household cannot be assisted with HOPWA funds unless the family income is at or below current HOPWA income limits (80% area median income). 2024 AMI can be found here: https://www.hudexchange.info/resource/5332/hopwa-income-limits/

- Units funded with TBRA, FBH leasing, FBH operating have to pass inspection. Units, depending on the HOPWA activity accessed, may also need to meet carbon monoxide, smoke alarm, and lead based paint requirements.

- Unallowable costs include personal items such as clothing; property taxes and condominium fees (except when they are included in the mortgage payment); furniture (except for facility-based housing funded under facility operations); grooming; personal vehicle maintenance and repairs; financial assistance and consumer credit payments; entertainment activities; pets; and other non-housing related costs. There may be other unallowable costs such as some costs outlined at 2 CFR 200.420, applicants or awarded agencies should reach out with any questions before incurring costs.

- Fair Housing Requirements:
  a. The Project Sponsor must conduct business and provide services from a barrier-free facility or make reasonable accommodation for persons with impaired mobility.
  b. Maintain and continuously update a listing of Fair Housing Resources and place the Fair Housing logo on all materials relating to their housing programs.
  c. Designate an individual as the fair housing contact person who will be available during business hours.
  d. Fair Housing contact person must maintain a running log to record fair housing issues, complaints, and distribution of fair housing materials according to program requirements.

e. Respond to all fair housing issues and/or complaints in accordance with program requirements.

GENERAL GOALS AND OBJECTIVES

The City of Riverside HHS expects all applicants to structure programs using a targeted approach which facilitates coordination with all local, state, and federal programs to strengthen both program participants and the HOPWA program. Applicants must demonstrate community collaboration.

All successful applicants must:

- ✓ Clearly state the need for the services in their area and provide data to support the need (such as HMIS data on outcomes, numbers served in the past year within a similar program, waitlist data, and unmet need).
- ✓ Provide housing assistance and appropriate support services to enable low-income individuals with HIV/AIDS to remain in their homes and to reduce their risks of homelessness.
- ✓ Improve access to health care and other supportive services for individuals with HIV/AIDS to remain in their homes and to reduce their risks of homelessness.

SECTION 2 – AWARD INFORMATION

FUNDING INFORMATION

Decisions on funding will be made on a competitive basis following the evaluation of all eligible applications according to the rating factors described in *Section Four: Application and Submission Information.* The City of Riverside HHS anticipates multiple awards to be made with this funding.

Important:

- Funding decisions will vary based on the amount of HUD HOPWA funding received by the City of Riverside
- It is expected that applicants be able to demonstrate they have cash on hand to provide services such as Short-Term Rent, Mortgage, and Utility, and Tenant Based Rental Assistance
- It is important that your organization demonstrated an ability to leverage and raise other funds
- It is important that your organization demonstrate overall financial stability, and include the ability to operate on a reimbursement basis for an extended period of time
- **The start date for this award is July 1, 2026. The period of performance is from July 1, 2026, to June 30, 2028.**
- **Project Sponsors may not incur expenses or otherwise implement program services prior to July 1, 2026.**

SECTION 3 – ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Funding is to be awarded to a successful Eligible Applicants (EA) that has the organizational capacity to fulfill program and administrative requirements. The EA may be a unit of government housing agency or nonprofit organization.

Eligible Applicants to receive HOPWA funding as a Project Sponsor follow HOPWA regulations at 24 CFR §574.3-574.660 which define a Project Sponsor as: Any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to carry out eligible activities under this part.

1. Non-profit agencies for HOPWA funding; In this application, the term applicant will include two separate groups – *project sponsors* and *pass-through entities*, plus a hybrid group of *project sponsors that also act as a pass-through entity* for other project sponsors.
   - ***Project sponsor*** is the term used in HOPWA for the organization that provides services to individuals with HIV/AIDS, and their families, that are homeless or at-risk of being homeless.

- ***Pass-through entities*** receive federal funds—either directly from the federal government, or from another pass-through entity – and subaward those funds to an organization [subrecipient] performing the work.
- ***Subrecipient*** is the federal term for all non-federal organizations that receive federal funds to carry out a federal purpose, but receive those funds indirectly, such as through a state agency. All successful HOPWA applicants, whether project sponsors, pass-through entities, or both, will be subrecipients.

2. Every entity that receives federal funds – project sponsor, pass-through entity, or an agency that does both – has fiduciary and contractual obligations to:
   - Use federal funds to provide allowable services.
   - Be able to track those funds and expenditures in compliance with federal grant requirements; and
   - Have in place an adequate financial system supported by robust internal controls and financial oversight.

3. In addition, non-profits acting as a ***pass-through agency*** must have systems in place to perform these added duties:
   - Issue grant awards that fully disclose to their subrecipient:
     1) Federal Award Identification.
     2) All requirements imposed so that the Federal award is used in accordance with Federal statutes, regulations, and terms and conditions.
     3) Any additional requirements the pass-through imposes to meet its own responsibility to the Federal awarding agency.
     4) Indirect cost rate of the subrecipient if applicable.
     5) Requirement that the subrecipient permit the pass-through or its auditors to have access to subrecipients records and financial statements; and
     6) Terms and conditions concerning the closeout of the subaward.
   - Evaluate each subrecipient's risk of non-compliance with Federal requirements for the grant.
   - Monitor the activities of the subrecipient to ensure the funds are used for authorized purposes, in compliance with Federal statutes, and are achieving the subaward performance goals.
   - Verify that every subrecipient is audited as required if the subrecipients' Federal awards exceed the audit requirement threshold; and
   - Assume full responsibility for reporting to the City of Riverside HSS.

4. Eligible applicants must:

- Be non-profit and must be current on 990 filings. Applicants with outstanding audit findings, IRS findings, or other federal or state non-compliance issues, are *not* eligible to apply.
- Comply with HOPWA guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws.
- Have established accounting practices including internal controls, fiscal accounting procedures, and cost allocation plans, and be able to track agency and program expenses by revenue source.
- Submit, as part of this application, the applicants, and project sponsors Business License and IRS 501(c)(3) determination letter.
- Be able to demonstrate prior experience serving individuals and families with HIV/AIDS and those at risk of or currently experiencing homelessness.
- Certify that they will fully utilize the Homelessness Management Information System (HMIS) and provide HMIS reports to the City of Riverside HHS on a quarterly basis.
- Can issue checks to landlords, utility companies, mortgage lenders, or transitional housing facilities in less than 30 days.
- Checks and other documents to landlords should not include AIDS, HIV, or other terms that may disclose a client's HIV status in the entity name. This may require doing business as (DBA) for some entities.

5. Scope of Work and Budget
    - List the number of years that you have utilized your HOPWA program
    - List the number of years you have administered the HOPWA activity(s) you are applying for
    - Provide a program scope of work
    - Provide a Budget.

Please note that submitting budgets with "to be determined" will not exempt the applicant from providing details on specific services to be provided.

If the EE intends to subcontract some HOPWA services, a description must be provided in the narrative/scope of work detailing how services will be delivered and how the awarded EE will monitor the subcontractor for performance compliance and program requirements annually. Subcontracts must also have an existing location and be physically located in the designated service area.

B. ELIGIBLE ACTIVITIES

Eligible activities are intentionally focused on housing—either financial assistance to help pay for housing, or services designed to keep people in housing or obtain housing. This assistance is ***not*** intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive services needs of households that affect housing stability. Rather, assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping participants develop a plan for preventing future housing instability. See the Federal Code references below or Office of HIV/AIDS Housing's HOPWA Rental Assistance Guidebook
https://www.hudexchange.info/resources/documents/HOPWARentalAssistanceGuidebook.pdf

a. **Operations 24 CFR 576.340***:*

Operation activities may include:

1) Maintenance,
2) Security,
3) Insurance,
4) Utilities,
5) Furnishings,
6) Equipment,
7) Supplies, and
8) Other incidental costs.

b. **Short-Term Rent Mortgage and Utility (STRMU) 24 CFR 574.330:**

STRMU to provide a **short-term**, **stabilizing intervention** to HOPWA-eligible families experiencing a **financial crisis** due to their HIV/AIDS health condition or a change in their economic circumstances.

1) Rent, mortgage, and utilities payments to prevent homelessness may not be provided for a period of more than 21 weeks in any 52-week period.

c. **Tenant Based Rental Assistance (TBRA) See 24 CFR 574.300:**
TBRA funding is provided to an eligible individual, and the individual selects a housing unit of their choice. If the individual moves out of the unit, the contract with the owner ends, and the individual can move with continued assistance to another unit. TBRA is portable and moves with the individual as long as they reside in Riverside or San Bernardino counties. If TBRA is used, the following additional standards apply:

2. The amount of grant funds used to pay monthly assistance of an eligible person may not exceed the difference between the lower of the rent standard or reasonable rent for the unit and the resident's rent payment calculated under 274.310(d):

   -Riverside County Housing Authority will use 120% of the FMR for the whole county.
   -Foothill AIDS will use 110% of the FMR for the whole county.

FY 2024 FMR can be found at: https://www.huduser.gov/portal/datasets/fmr.html#2024

3. In a shared housing arrangement, the rent charged for an assisted family or individual shall be in relation to the size of the private space for that assisted family or individual in comparison to other private space in the shared unit, excluding common space. An assisted family or individual may be assigned a pro rata portion based on the ratio derived by dividing the number of bedrooms in their private space by the number of bedrooms in the unit; and

4. Participation in shared housing arrangements shall be voluntary.

d. **Housing Information See 24 CFR 574.300:**

Housing information activities include, but are not limited to:

1) Counseling, information, and referral services to assist an eligible person to locate, acquire, finance, and maintain housing.
2) Conducting in-person and/or remote classes about budgeting, managing tenant/landlord relationships, how to search for affordable housing options, tenant responsibilities, and other similar activities.
3) Fair housing counseling for persons who encounter discrimination while seeking housing.

e. **Permanent Housing Placement 24 CFR 574.300:**

PHP can only be used to establish **new** tenancy/residency where **continued occupancy** is expected. Eligible cost:

1) Application fees
2) Credit check expenses
3) One-time Utility connection fees

4) Security Deposit
5) First/last month's rent
6) Rent or Utility arrears
7) Mediation service
8) An initial payment for rental insurance
9) Broker's fees
10) Other fees: PHP may also cover Administrative Fees, which landlords sometimes charge in lieu or in addition to security deposits. Landlords may structure these fees as refundable or non-refundable

f. **Support Services 24 CFR 574.300:**

The HOPWA program emphasizes enhanced, coordinated delivery of services to program participants using multiple funding streams such as mainstream resources for employment, income support, education, etc. Eligible support services are those that serve to help program participants maintain stable housing. Support services activities include, but are not limited to:

1) Adult day care and personal assistance,
2) Alcohol and drug abuse services,
3) Case management,
4) Childcare and other child services,
5) Education,
6) Employment assistance and training,
7) Health/medical/intensive care services, if approved.
8) Note: Program participant records must conform with *24 CFR 574.310*.
9) Legal services.
10) Life skills management (outside of case management);
11) Meals/nutritional services.
12) Mental health services; 12) Outreach,
13) Transportation.

g. **Resources Identification:** Resource ID activities are not provided directly to a HOPWA-eligible household but are instead used to establish, coordinate, and develop housing assistance resources for general HOPWA-eligible households.

1) Develop resources
2) systems coordination
3) needs assessment/research

h. **Administration 24 CFR 574.3:**

Administrative costs are limited and cannot be greater than 7% of Project Sponsor admin and may be used for administrative activities such as:

1) General HOPWA management
2) Oversight and monitoring of the HOPWA funds
3) Financial tracking and invoicing of HOPWA funds
4) Data Reporting

C. GRANT PERFORMANCE

1. The successful applicant will enter into an agreement with City of Riverside (HHS) for services to be performed. The term of this grant is July 1, 2026, through June 30, 2028.

2. To ensure program effectiveness and the best outcomes for program participants, City of Riverside HSS funding decisions may take into consideration Project Sponsor performance, including but not limited to:

a. Progress in meeting projected program goals and outcomes:
b. Timely and accurate reporting; and
c. Effective and timely use of all available resources to meet the HOPWA goals and outcomes.

3. City of Riverside HSS reserves the right to terminate the grant agreement prior to the expiration of the performance period for non-compliance and/or non-performance. In that event, City of Riverside HSS may solicit applications for another provider to serve the area.

SECTION 4 – APPLICATION AND SUBMISSION INFORMATION

CONTENT OF APPLICATION

All applications determined to be on time and complete will be subsequently forwarded to the grant review team which will score the application narrative consisting of three (3) sections. Applicants must use 12 pt. Calibri or Times New Roman font, single line spacing, and one (1) inch margins. Page numbers must be included as a footer.

1. **Application Checklist** – The Housing Opportunities for Persons with AIDS Application checklist must be completed, signed, and submitted by Friday, February 27, 2026.

2. **Program Application Cover Sheet** - The Housing Opportunities for Persons with AIDS Program Application Cover Sheet must be completed by every applicant.

3. **Agency Narrative** – REQUIRED OF ALL APPLICANTS – This narrative describes your agency and its ability to manage a federally-funded homelessness program. Applicant must clearly address each item below:

- ✓ Briefly describe your organization, mission, programs, and services currently offered and how the HOPWA program fits within that mission. Include experience providing services to persons experiencing or at risk of homelessness.
- ✓ Describe the geographic area served, the location of main and satellite offices, local need for services, and the estimated number of persons living with HIV/AIDS.
- ✓ Describe the background and qualifications of key personnel who will carry out the proposed project. Note any recent (within the last 6 months) or anticipated (within the next 6 months) changes in key personnel, either in management or in the HOPWA program.
- ✓ Describe your agency's programmatic design and approach to client intake, service delivery, data collection, and HMIS reporting. Include all applicable service partnerships and collaborative efforts regarding same.
- ✓ Describe the agency's financial management system and internal controls. What systems are in place to segregate income and expenses by grant? For individuals working on multiple programs or projects, how and when is payroll allocated? How and when are other shared costs allocated?
- ✓ What other resources do you expect to leverage in conjunction with HOPWA-funded activities to assist individuals with HIV/AIDS and their families? Include cash resources and in-kind contributions.
- ✓ Provide single audit as stated in 2 CFR 200.501

- ✓ Does your agency have a federally approved Indirect Cost rate? If so, what is that rate? Please attach a copy of the approval letter.

4. **Detail Line-Item Budget** – REQUIRED OF ALL APPLICANTS asking for HUD funding. Budget categories are as follows:

a. Facility-Based Operations
   1) Personnel
   2) Fringe Benefits
   3) Operating and other non-personnel costs

b. Short-Term Rent, Mortgage, and Utilities (STRMU)
   1) Personnel
   2) Fringe Benefits
   3) STRMU payments and other non-personnel costs

c. Tenant Based Rental Assistance (TBRA)
   1) Personnel
   2) Fringe Benefits
   3) Rental Subsidy costs

d. Housing Information
   1) Case Management/Positions
   2) Fringe Benefits
   3) Financial Assistance/Services

e. Permanent Housing Placement
   1) Personnel
   2) Fringe Benefits
   3) Placement Assistance

f. Supportive Services
   1) Personnel
   2) Fringe Benefits
   3) Housing Case Management

g. Facility-Based Leasing

1) Personnel
2) Fringe Benefits
3) Facility based leasing cost (such as, Hotel/Motel)

h. Resource Identification
1) Personnel
2) Fringe Benefits

i. Administration
1) Personnel
2) Fringe Benefits
3) HOPWA Management
4) Data Reporting
5) Audits
6) Financial Tracking and Invoicing

5. **Attachment A: Organizational Documents –** REQUIRED OF ALL APPLICANTS – Please attach one set of attachments at the end of the application.

a. Business License
b. Certification of Insurance
c. Most Recent Audit
d. Proof of UEI Registration
e. Organizational Chart
f. 501 (c) (3) Determination Letter

DEADLINES AND SUBMISSION REQUIREMENTS

A. <u>QUESTIONS AND ANSWERS</u> – HOPWA is a competitive grant. Technical assistance is available. Questions may be submitted to Michelle Guzman at MGuzman@riversideca.gov, or (951)826-5302.

Application Deadline: Friday, February 27, 2026, by 4 pm
Location: 3900 Main St, 5th Floor, Riverside, CA 92522.

**Applications submitted by Mail must be postmarked. Any applications received after February 27, 2026, will not be considered.*

Housing Opportunities for Persons with AIDS

Application Checklist

Name of Project Sponsor: _____

An original and two copies of the application must be received by Friday, February 27, 2026.

- ☐ Application Checklist
- ☐ Program Application Cover Sheet
- ☐ Agency Narrative
- ☐ Pass-Through Entity Additional Narrative **(Pass-Through Entities Only)**
- ☐ Program Narrative
- ☐ Budget Cover Sheet
- ☐ Detail Line-Item Budget
- ☐ Pass-Through Budget Summary **(Pass-Through entities Only)**
- ☐ Attachment A – Organizational Documents
- ☐ Business License
- ☐ Most Recent Audit
- ☐ Proof of UEI Registration
- ☐ Organizational Chart
- ☐ 501 (c) (3) Determination Letter
- ☐ One Original and two Copies

By submitting this application, I certify that this agency meets all eligibility requirements.

Signature of Authorized Official _____ Date _____

_____
Printed Name of Authorized Official/Title