



# HOPWA 2015 UPDATES

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DSHS HIV Care Services Part B Meeting

10/09/2015

# What's happening?

- Training
- Accounting
- Spending
- Reporting
- Program Structure
- Statement of Work
- Identified Issues
- Forms and Manual

# TRAINING

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# HUD Training

- HUD HOPWA Getting to Work Training Curriculum
  - Required by HUD
- HUD Lead-Based Paint Visual Assessment Training
  - Required by HUD
- HUD CPD Financial Management Training
  - (To be announced and will be required by HUD)

# DSHS Training

- **DSHS HOPWA Program Form Updates** (planned before 02/01/2016)
- **DSHS HOPWA Eligibility Training** (planned before 02/01/2016)
- **DSHS HOPWA Program Progress Report Training 2.0**
  - (Will be updated after we receive feedback on year-end report)

# ACCOUNTING

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# Accounting

- HUD's Integrated Disbursement and Information System
  - Office of the Inspector General & Office of Management and Budget determined that IDIS does not comply with federal fiscal standards
  - IDIS changed from First-In First-Out to Grants Based Accounting
    - Charges are no longer made against oldest available funds
    - Instead, grantees must manually identify which Federal Fiscal Year allocation is used

# Accounting Continued...

- This means DSHS will have to keep funds from each grant year separate in IDIS and specify which grant we are billing expenditures to.
- Grants Based Accounting eliminates the concept of carryforward.
- DSHS will not be able to take unspent funds from previous program years and “supplement” the current year.

# SPENDING

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# Spending

- In response to new Grants Based Accounting regulations, DSHS has reviewed historical spending data across three programs years in all HOPWA service categories.
- Using this data, DSHS will adjust allocations for regions that have historically underspent to:
  - Meet statewide HOPWA funding needs
  - Maximize spending
  - Prevent funds from lapsing

Project Title	Allocation with 7/5 Rural Split	Spent as of 7/31/2015	Percent Spent as of 7/31/2015	HOPWA 2014 Allocation with Supp	HOPWA 2014 Spent as of 7/31/2014	Percent Spent as of 7/31/2014	HOPWA 2014 Spent as of 01/31/2015	Percent Spent as of 1/31/2015	HOPWA 2013 Allocation with Supp	HOPWA 2013 Spent as of 7/31/2013	Percent Spent as of 7/31/2013	HOPWA 2013 Spent as of 01/31/2014	Percent Spent as of 1/31/2014
<b>Project Sponsor 1</b>													
TBRA	\$60,000.00	\$15,825.00	26%	\$95,080.00	\$29,383.45	31%	\$95,080.00	100%	\$60,000.00	\$26,055.58	43%	\$60,000.00	100%
STRMU	\$25,000.00	\$10,979.00	44%	\$29,747.00	\$8,424.00	28%	\$29,746.02	100%	\$68,800.00	\$39,500.86	57%	\$68,799.32	100%
PHP	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00		\$0.00	\$0.00		\$0.00	
Supportive Services	\$11,816.00	\$2,663.00	23%	\$16,001.00	\$6,306.13	39%	\$16,000.26	100%	\$17,882.00	\$6,731.67	38%	\$17,881.54	100%
Project Sponsor Administration	\$7,287.00	\$1,931.00	26%	\$10,335.00	\$5,950.16	58%	\$10,334.99	100%	\$10,700.00	\$4,397.42	41%	\$10,636.83	99%
Total	\$104,103.00	\$31,398.00	30%	\$151,163.00	\$50,063.74	33%	\$151,161.27	100%	\$157,382.00	\$76,685.53	49%	\$157,317.69	100%
<b>Project Sponsor 2</b>													
TBRA	\$20,640.00	\$6,753.50	33%	\$18,783.00	\$9,786.33	52%	\$18,372.13	98%	\$19,225.00	\$8,793.65	46%	\$17,603.85	92%
STRMU	\$1,000.00	\$0.00	0%	\$1,000.00	\$0.00	0%	\$1,000.00	100%	\$1,000.00	\$131.79	13%	\$966.22	97%
PHP	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00		\$0.00	\$0.00		\$0.00	
Supportive Services	\$11,618.00	\$3,347.07	29%	\$11,618.00	\$4,553.76	39%	\$11,618.00	100%	\$12,651.00	\$6,339.09	50%	\$12,649.97	100%
Project Sponsor Administration	\$2,503.00	\$854.55	34%	\$2,359.00	\$1,211.48	51%	\$2,062.56	87%	\$2,474.00	\$1,052.39	43%	\$2,344.83	95%
Total	\$35,761.00	\$10,955.12	31%	\$33,760.00	\$15,551.57	46%	\$33,052.69	98%	\$35,350.00	\$16,316.92	46%	\$33,564.87	95%
<b>Project Sponsor 3</b>													
TBRA	\$35,575.00	\$23,225.00	65%	\$47,487.00	\$21,757.70	46%	\$47,486.70	100%	\$36,044.00	\$17,209.00	48%	\$36,044.00	100%
STRMU	\$4,840.00	\$3,964.00	82%	\$5,976.32	\$1,390.32	23%	\$5,976.32	100%	\$10,675.00	\$1,272.00	12%	\$10,675.00	100%
PHP	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00		\$0.00	\$0.00		\$0.00	
Supportive Services	\$9,926.00	\$3,388.00	34%	\$10,726.68	\$6,678.37	62%	\$10,726.37	100%	\$7,717.00	\$3,659.00	47%	\$7,717.00	100%
Project Sponsor Administration	\$3,522.00	\$2,127.00	60%	\$4,684.00	\$1,732.88	37%	\$4,683.88	100%	\$3,750.00	\$1,466.00	39%	\$3,750.00	100%
Total	\$53,863.00	\$32,704.00	61%	\$68,874.00	\$31,559.27	46%	\$68,873.27	100%	\$58,186.00	\$23,606.00	41%	\$58,186.00	100%
<b>Project Sponsor 4</b>													
TBRA	\$74,075.00	\$28,339.00	38%	\$127,087.00	\$48,321.90	38%	\$84,306.95	66%	\$97,416.00	\$42,500.90	44%	\$96,725.91	99%
STRMU	\$13,415.00	\$7,484.66	56%	\$7,912.00	\$5,274.22	67%	\$5,274.40	67%	\$2,400.00	\$2,718.92	113%	\$7,176.32	299%
PHP	\$1,055.00	\$0.00	0%	\$1,796.00	\$931.00	52%	\$1,327.00	74%	\$4,674.00	\$1,395.00	30%	\$5,290.00	113%
Supportive Services	\$17,047.00	\$7,062.35	41%	\$20,000.00	\$10,642.56	53%	\$14,772.66	74%	\$29,384.00	\$8,975.09	31%	\$23,578.17	80%
Project Sponsor Administration	\$7,948.00	\$5,045.20	63%	\$10,798.00	\$6,210.00	58%	\$10,797.60	100%	\$9,836.00	\$4,381.97	45%	\$9,744.60	99%
Total	\$113,540.00	\$47,931.21	42%	\$167,593.00	\$71,379.68	43%	\$116,478.61	70%	\$143,710.00	\$59,971.88	42%	\$142,515.00	99%
<b>Project Sponsor 5</b>													
TBRA	\$49,364.00	\$28,061.00	57%	\$47,354.00	\$23,680.20	50%	\$47,323.00	100%	\$41,654.00	\$19,012.61	46%	\$38,608.64	93%
STRMU	\$34,408.29	\$29,890.00	87%	\$28,957.00	\$17,258.84	60%	\$28,956.00	100%	\$31,134.00	\$14,089.25	45%	\$28,306.28	91%
PHP	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00		\$0.00	\$0.00		\$0.00	
Supportive Services	\$24,925.11	\$11,071.00	44%	\$24,592.53	\$10,468.00	43%	\$22,010.00	89%	\$24,184.00	\$11,673.00	48%	\$24,080.00	100%
Project Sponsor Administration	\$3,336.60	\$2,335.00	70%	\$5,728.00	\$3,359.00	59%	\$5,355.00	93%	\$7,755.00	\$3,772.00	49%	\$7,832.00	101%
Total	\$112,034.00	\$71,357.00	64%	\$106,631.53	\$54,766.04	51%	\$103,644.00	97%	\$104,727.00	\$48,546.86	46%	\$98,826.92	94%
<b>Project Sponsor 6</b>													
TBRA	\$24,000.00	\$3,492.00	15%	\$21,443.00	\$5,931.00	28%	\$10,005.00	47%	\$20,395.00	\$6,780.00	33%	\$17,788.00	87%
STRMU	\$7,264.00	\$0.00	0%	\$4,821.00	\$462.92	10%	\$619.92	13%	\$9,708.00	\$354.00	4%	\$354.00	4%
PHP	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00		\$0.00	\$0.00		\$0.00	
Supportive Services	\$4,140.00	\$726.61	18%	\$4,140.00	\$800.43	19%	\$1,574.76	38%	\$8,000.00	\$0.00	0%	\$307.85	4%
Project Sponsor Administration	\$417.00	\$190.29	46%	\$417.00	\$70.09	17%	\$283.03	68%	\$2,814.00	\$0.00	0%	\$0.00	0%
Total	\$35,821.00	\$4,408.90	12%	\$30,821.00	\$7,264.44	24%	\$12,482.71	41%	\$40,917.00	\$7,134.00	17%	\$18,449.85	45%

# REPORTING

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# Reporting

- AAs and Project Sponsors have piloted the updated DSHS HOPWA Program Progress Report and Exhibit A
- The intention of the update was to simplify and clarify
- Semi-Annual feedback from AAs and Project Sponsors has been good!

# Reporting Continued

- Updated DSHS HOPWA Semi-Annual Report
  - Report format/language has been tweaked after feedback
  - Added additional clarifications for specific Year-End sections
  - Latest version will be sent out for Year-End use before 1/31/2016
- Updated DSHS HOPWA Year-End Report
  - Report will be tweaked again after Year-End feedback
- Updated Exhibit A
  - Format/language has been tweaked after Semi-Annual feedback
  - Latest version will be sent out for Year-End use before 1/31/2016

# PROGRAM STRUCTURE

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# Program Structure

- The *program* is HOPWA
  - Program *services* are:
    - TBRA
    - STRMU
    - PHP
    - Supportive Services
- These are not programs, they are services of a program.
- The *program* has base eligibility criteria
  - Program *services* have additional requirements

# Program Structure

- Program Eligibility and Service-Specific Requirements are NOT the same thing.
- A household can be *eligible* for HOPWA program, but not qualify for specific services

# PROGRAM ELIGIBILITY VS SERVICE REQUIREMENTS

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# DSHS HOPWA Program Eligibility

## Criteria

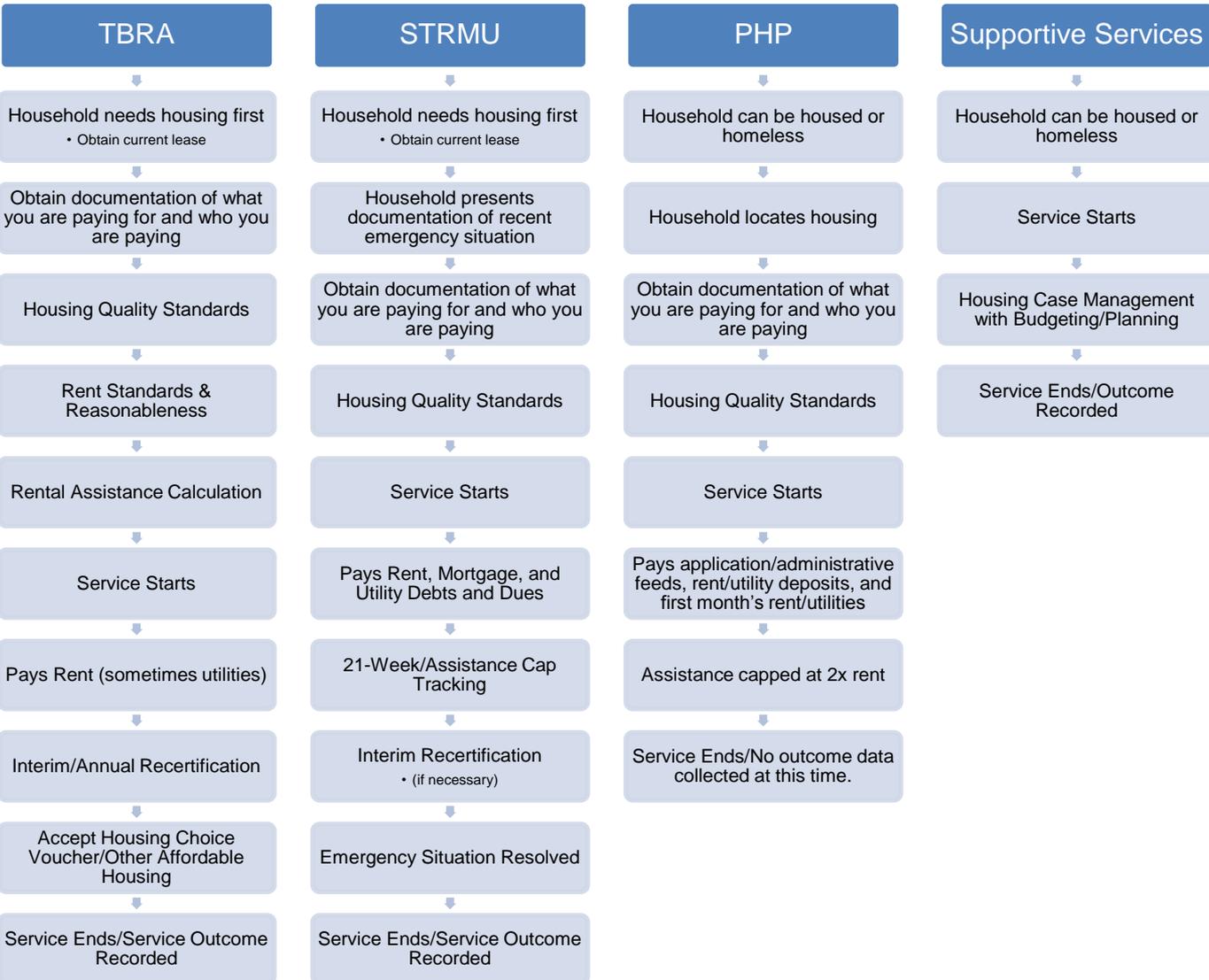
- At least one household member must be living with HIV.
- Household annual gross income cannot exceed 80% of area median income per household county of residence.
- Household must reside in the HSDA of the project sponsor from which they are requesting services.

## Documentation

- Proof of HIV seropositivity for at least one household member
- Proof of gross income for all household members 18 years of age and older
  - (Complete documentation of income received during the 30 days preceding program entry date or recertification)
- Proof of current residency for all household members 18 years of age and older
  - (Household must reside in the HSDA of the project sponsor from which they are requesting services)

If household is eligible for the HOPWA Program, they will consent to services, **ENTER** the program, provide demographic data, and initiate services. Service transactions take place within the confines of program Entry and Exit dates.

# Additional Service Requirements and Workflow



When all services have ended and service outcomes have been recorded, household **EXITS** the HOPWA Program.

By the way...

**HOPWA does not use MAGI.**

HRSA is using the IRS definition of income to align with the Affordable Care Act.

HUD is using their definition of income in 24 CFR §5.609.

# STATEMENT OF WORK

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# Statement of Work

- The DSHS HOPWA Program 2016 Statement of Work will be updated to:
  - Draw distinctions between the program and its services
  - Clarify program eligibility/service-specific requirements
  - Add required HUD trainings
    - Getting to Work
    - Lead Based Paint
  - Require AAs to solicit RFPs for project sponsors every 5 years

# Statement of Work Continued

- For example, income eligibility language has been clarified to read:
  - “Proof of gross income for all household members 18 years of age and older at enrollment and subsequent recertifications.”
  - “Documentation of income must cover the full 30 days preceding the date of enrollment at minimum.”
  - “To be eligible, household annual gross income cannot exceed eighty percent (80%) of area median income as determined by HUD for the county in which the household resides.”

# IDENTIFIED ISSUES

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# Identified Issues

- **Income Eligibility**
  - Incorrect or no documentation of household annual gross income
  - Incorrect AMI limits or not using AMI cutoff at all
- **TBRA Rent Assistance Calculation**
  - Adjustments incorrectly documented or calculated
  - Rental assistance amounts too high or too low

# Identified Issues Continued

- STRMU Emergency Documents and 21-Week Tracking
  - Documentation of emergency situation unclear
  - Incorrect 21-Week Tracking
    - (done by hand when spreadsheet calculates for you)
- Supportive Services
  - Housing plans are not individualized or updated
  - Budgeting without using actual household income and expenses
    - (not realistic or useful)

# FORMS AND MANUAL

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# Forms and Manual

- Program forms are being updated
  - Will reflect the difference between general program requirements vs service-specific requirements
  - Designed to clarify but feel familiar
  - Structured to complement reporting
  - Forms requiring signatures will be in English and Spanish

# Forms and Manual Continued

- Program manual will be updated
  - Again, to reflect the distinction between the HOPWA program and its services
  - Adding a section on income eligibility determination
  - Adding a section on income eligibility documentation
  - Adding a section on TBRA rental assistance calculation