

7-1-14  
REVISED  
PH-1



**CITY OF FORT LAUDERDALE**  
**City Commission Agenda Memo**  
**REGULAR MEETING**

#14-0775

**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager *Lee R. Feldman*

**DATE:** July 1, 2014

**TITLE:** REVISED PH-1 Draft Annual Action Plan for Fiscal Year 2014-2015  
Entitlement Grant Programs through the U.S. Department of Housing and  
Urban Development (HUD)

**Recommendation**

It is recommended that the City Commission determine the allocations for the Community Development Block Grant (CDBG) Program, HOME Investment Partnership Program and Housing Opportunities for Persons With HIV/AIDS (HOPWA) Program. Further, it is recommended that the City Manager be authorized to execute the necessary documents associated with the Annual Action Plan and its submittal to the Department of Housing and Urban Development (HUD) by August 15, 2014.

**Background**

Each year, the City of Fort Lauderdale is required to submit an Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) in order to continue receiving funding for the City's Entitlement Grant Programs through HUD. Those programs include:

- Emergency Solutions Grant (ESG);
- HOME Investment Partnerships (HOME);
- Community Development Block Grant (CDBG); and
- Housing Opportunities for Persons with HIV/AIDS (HOPWA).

Congress has released preliminary entitlement allocations for the 2014-2015 fiscal year. The City will receive an increase of \$8,110 in HOME funding, but will receive a decrease of \$62,939 in CDBG funding and decrease of \$930,037 in HOPWA funding. The City has been advised that it will not receive any ESG funding for the upcoming fiscal year, which represents a decrease of \$112,945. The 2014-2015 estimated allocations from HUD to the City for these programs are:

Emergency Solutions Grant (ESG)	\$0
HOME Investment Partnerships (HOME)	\$506,413
Community Development Block Grant (CDBG)	\$1,486,487
Housing Opportunities for Persons with HIV/AIDS (HOPWA)	\$7,378,513

A summary of proposed activities for these programs are located within the draft budget and narrative summary, attached as **Exhibit 1** and summarized below. This Public Hearing item is presented today in order to receive final approval on the draft Annual Action Plan, which will subsequently submitted to HUD.

For the 2014-2015 fiscal year, the amount of CDBG funding the City will receive is \$1,486,847. At the June 3, 2014 Conference Meeting, the City Commission provided direction on funding for the CDBG Public Services agencies. Deducting the amount of CDBG administrative funding and the Public Service agency funding from the CDBG award amount, ~~\$748,043.80~~ \$766,450.60 remains for various CDBG requests. The remaining CDBG requests are \$1,506,277.20, which are delineated as follows:

Neighborhood Revitalization Strategy Area (NRSA)	Mount Bethel – Childcare Assistance Program and Family Resource Center	\$250,000
Neighborhood Revitalization Strategy Area (NRSA)	Housing Authority – STEP-UP Apprenticeship Program	\$250,000
Neighborhood Revitalization Strategy Area (NRSA)	Housing Opportunities, Mortgage Assistance and Effective Neighborhood (H.O.M.E.S., Inc.)	\$174,227.20
Other CDBG Activities	Public Works Department – CIP Projects	\$500,000
Other CDBG Activities	Grace Community Development Corporation	\$257,000
Other CDBG Activities	First Baptist Church Piney Grove – Cradle Nursery	\$105,000

CDBG requests are separated and defined in five categories as listed below and further explained in **Exhibit 1**. All categories are funded at the Commission's discretion, however, some categories have maximums and in the case of Administration, the full 20% should be utilized so that there is not a budgetary impact on the City's General Fund.

**Housing Programs** – No Housing Programs are recommended for funding through CDBG. Staff proposes to fund these activities using HOME funds and the State Housing Initiative Partnership (SHIP) Program funds. There is no minimum or maximum CDBG funding cap for this category.

**Neighborhood Revitalization Strategy Area (NSRA) Programs** – The purpose of this Neighborhood Revitalization Strategy Area (NRSA) is to continue the efforts of the past years to revitalize the northwest quadrant of the City. The boundaries for the NRSA are: N.W. 7th Avenue on the east; Broward Boulevard on the south; I-95 on the west; and Sunrise Boulevard on the north. The NRSA is the low income target area that all HUD certified Community Based Development Organization's (CBDO) must operate within. Within the NRSA, CBDO's can provide the following services: housing, community development, economic development (including job training and education) activities. There is no minimum or maximum CDBG funding cap for this category.

**Public Service Activities** – while the Commission has the discretion to not award any Public Service Activity (*other than Fair Housing Activities*), the maximum amount of CDBG funds in this category cannot exceed 15% of the annual allocation. The recommendations in this category meet the maximum allowed.

**Other CDBG Activities** – Public Works Projects and unsolicited funding requests.

**Program and Rehabilitation Administration** – HUD permits 20% of the CDBG allocation to be set aside for Program Administration. Approximately \$200,000 annually is set aside for housing quality standard (HQS) property inspections, application processing and underwriting related expenses.

Based on staff preliminary review of the funding requests in the CDBG categories, all requests meet HUD guidelines.

**Housing Opportunities for Persons with HIV/AIDS (HOPWA):**

The HOPWA estimate shows a decrease in the HOPWA Entitlement allocation of approximately \$930,000. The City does have unspent HOPWA funds from the 2012-2013 fiscal years. It is recommended that these dollars be reprogrammed to meet the next year's shortfall. Currently, we estimate needing approximately \$1.2 million in the unspent HOPWA funds to meet the need for the 2014 – 2015 Fiscal Year. The decrease in federal funding would mean less clients served.

The HOPWA recommendations were provided by the Community Services Board (CSB) and are based on discussion at their June 9, 2014 meeting.

Additionally, staff has prepared a separate Substantial Amendment Commission Item (CAM #14-0815) to move \$800,819.39 in unspent HOPWA funds into the HOPWA allocation in order to meet next year's shortfall and the projected spending needs.

The CSB did recommend HOPWA funding for the Housing Authority of the City of Fort Lauderdale (HACFL), however, after careful consideration HACFL has decided that they would like to return two (2) HOPWA properties that the City provided them, and as a result, HACFL will not require HOPWA funding. City staff will bring a subsequent CAM back to the Commission once a new agency(ies) have been selected to administer HOPWA in these properties.

### **Strategic Connections**

This item corresponds to the *Press Play Fort Lauderdale Strategic Plan 2018* initiative; it is included within the Neighborhood Enhancement Cylinder of Excellence, specifically advancing Neighborhood Enhancement:

- **Goal 5:** Be a community of strong, beautiful, and healthy neighborhoods.
- **Option 2:** Ensure a range of housing options for current and future neighbors.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan*: **We are community.**

### **Resource Impact**

There is no fiscal impact with these amendments.

Attachment:

Exhibit 1 - Proposed Budget and Narrative Summary

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Prepared By: Jonathan Brown, Housing & Community Development Manager

Department Director: Greg Brewton, Sustainable Development  
Jenni Morejon, Director Designee



# **Proposed Annual Action Plan of the Consolidated Plan For the 2014-2015 Program Year**

## **Narrative & Budget Summary**

**Prepared by the Department of Sustainable Development  
Housing & Community Development (HCD) Division**



**INFRASTRUCTURE**



**PUBLIC PLACES**



**NEIGHBORHOOD  
ENHANCEMENT**



**BUSINESS  
DEVELOPMENT**



**PUBLIC SAFETY**

## INTRODUCTION

The federal government requires that an Annual Action Plan be submitted to the U.S. Department of Housing and Urban Development (HUD) before the City can receive certain federal funds, including funds under the following programs: Emergency Solutions Grant Program (ESG); HOME Investment Partnership Program (HOME); Community Development Block Grant Program (CDBG); and Housing Opportunities for Persons with HIV/AIDS Program (HOPWA).

The 2014-2015 estimated allocations from HUD to the City for these programs are:

<b>ESG</b>	<b>\$</b>	<b>0</b>
<b>HOME</b>	<b>\$</b>	<b>506,413.00</b>
<b>CDBG</b>	<b>\$</b>	<b>1,486,847.00</b>
<b>HOPWA</b>	<b>\$</b>	<b>7,378,513.00</b>

The following sections outline the specific funding requests and recommendations for each program category.

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### Emergency Solutions Grant (ESG)

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<b>PROPOSED ACTIVITIES 2014-2015 ESG BUDGET:</b>	<b>\$</b>	<b>0.00</b>
<b>Homeless Assistance</b>	<b>\$</b>	<b>0.00</b>
<b>Homeless Prevention</b>	<b>\$</b>	<b>0.00</b>
<b>Administration</b>	<b>\$</b>	<b>0.00</b>

**HOMELESS ASSISTANCE:** Funds are used for operation activities that include: maintenance, operation, insurance, utilities and furnishings, except that not more than 10% of the amount of this grant received may be used for costs of staff. Operating costs means expenses incurred for the administration, maintenance, repair and security of such housing: and utilities, fuels, furnishings, and equipment. The agency awarded, must provide a match to the ESG funds as described in 24 CFR 576.201.

**HOMELESS PREVENTION:** The funds are used to provide short-term rent assistance and utilities (*water/electricity*) to Fort Lauderdale families facing eviction notices or notices of termination of utility services. The agency awarded must provide a match to the ESG funds as described in 24 CFR 576.201.

**ADMINISTRATION:** The City is permitted to use 7.5% of its annual ESG allocation for administration of ESG programs. This includes contracting with an Audit Firm to monitor the ESG agencies selected.

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### HOME Investment Partnership (HOME)

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<b>PROPOSED ACTIVITIES 2014-2015 HOME BUDGET</b>	<b>\$506,413.00</b>
<b>CHDO Set Aside</b>	<b>\$ 75,961.95</b>
<b>Housing Rehabilitation/Replacement</b>	<b>\$200,000.00</b>
<b>Purchase Assistance</b>	<b>\$179,809.75</b>
<b>Administration</b>	<b>\$ 50,641.30</b>

**CHDO SET ASIDE:** The City is required to set-aside 15% of its annual HOME allocation for an eligible Community Housing Development Organization (CHDO). These non-profit organizations are committed

to develop affordable housing in the communities they serve. A formal RFP process will be used to select the CHDO(s), which will receive the assistance.

**HOUSING REHABILITATION/REPLACEMENT:** Funds will be used to provide assistance to eligible homeowners throughout the City to bring their homes up to standard condition and to construct new homes for eligible homeowners whose units are beyond repair. Rehabilitation assistance is also available to assist non-profit owners of single and multi-family properties, serving eligible clients. The assistance will be provided in the form of 0% interest deferred loans. The maximum award per unit is \$205,000.

**PURCHASE ASSISTANCE:** Funds will be used to provide purchase assistance to qualified homebuyers in the form of First Mortgage Loans, deferred payment Second Mortgages, and infill housing assistance that is paid directly to the developer. Second mortgage assistance can be applied toward down payment, closing costs and or principle reduction for the purchase of eligible owner-occupied housing, which includes single-family homes, town homes and villas. The maximum award per unit is \$75,000. The maximum award per City-owned infill housing unit is \$140,000.

**ADMINISTRATION:** The City is permitted to use 10% of its annual HOME allocation for administration and sub-recipient monitoring of HOME programs.

The City further requests to use the High Cost 221(d)(3) limits for the HOME Program.

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**Community Development Block Grant (CDBG)**

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<b>PROPOSED ACTIVITIES FOR 2014-2015 BUDGET:</b>	<b>\$</b>	<b>1,486,847.00</b>
<u>CDBG ACTIVITIES REQUESTING AGENCIES</u>	<u>FUNDING REQUESTS FOR 2014 – 2015</u>	<u>RECOMMENDATIONS FOR 2014 – 2015</u>
<b><u>HOUSING PROGRAMS</u></b>		
• Barrier-Free	\$ <u>0.00</u>	\$ <u>0.00</u>
• Rehabilitation	\$ <u>0.00</u>	\$ <u>0.00</u>
<b><u>NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA) *</u></b>		
• Mount Bethel ( <i>Childcare Assistance Program and Family Resource Center</i> )	\$ <u>220,000.00</u>	\$ _____
• Housing Authority ( <i>STEP-UP Apprenticeship Program</i> )	\$ <u>250,000.00</u>	\$ _____
• Housing Opportunities, Mortgage Assistance & Effective Neighborhood Solutions, Inc. (H.O.M.E.S., Inc.)	\$ <u>174,277.20</u>	\$ _____
<b>* There is no minimum or maximum cap in this category.</b>		
<b><u>OTHER CDBG ACTIVITIES</u></b>		
• Public Works Department ( <i>CIP Projects</i> )	\$ <u>500,000.00</u>	\$ _____
• Grace Community Development Corporation	\$ <u>257,000.00</u>	\$ _____
• First Baptist Church Piney Grove – Cradle Nursery	\$ <u>105,000.00</u>	\$ _____
<b>* There is no minimum or maximum cap in this category.</b>		
<b><u>PUBLIC SERVICE ACTIVITIES*</u></b>		
• Jack & Jill Children’s Center	\$ <u>45,000.00</u>	\$ <u>45,000.00</u>
• Women In Distress	\$ <u>45,000.00</u>	\$ <u>45,000.00</u>
• Broward County Family Success Division ( <i>Homeless Prevention</i> )	\$ <u>50,000.00</u>	\$ <u>50,000.00</u>



- HOPE Fair Housing Center (*The Fair Housing Activity is required by HUD*) \$ 30,000.00 \$ 30,000.00
- Broward Partnership (Homeless Assistance Center) \$ 53,027.00 \$ 53,027.00

\* *The total amount of Public Service funding provided cannot exceed 15% of the total CDBG Allocation which is projected to be \$223,027.05. Based on the Commission meeting from June 2, 2014, the Public Service Category is in balance with the 15% cap.*

**CDBG ADMINISTRATION AND PROGRAM INCOME**

- General Administration \$ 297,369.40 \$ 297,369.40
- Rehabilitation Administration \$ 200,000.00 \$ 200,000.00
- Anticipated CDBG Program Income \$ 200,000.00 \$ 200,000.00

\* *The General Administration cap cannot exceed 20%. The Rehabilitation Administration is commonly known as project delivery costs. The Anticipated Program Income is not guaranteed. If the City does received program income, then those funds must come back to the City Commission for award.*

**HOUSING PROGRAMS**

**BARRIER-FREE:** This program is designed to remove barriers, improve accessibility to the elderly (62 years of age or older) and disabled persons, and to provide for health and safety repairs. The maximum award per unit is \$50,000.

**REHABILITATION:** Funds are used to make emergency plumbing, roofing, electrical and structural repairs to homes occupied by income eligible homeowners. Rehabilitation assistance is also available to assist non-profit owners of single and multi-family properties, serving eligible clients. The maximum award per unit is \$205,000.

**NEIGHBORHOOD REVITALIZAION STRATEGY AREA (NRSA)**

The purpose of this Neighborhood Revitalization Strategy Area (NRSA) is to continue the efforts of the past years to revitalize the northwest quadrant of the City. The boundaries for the NRSA are: N.W. 7th Avenue on the east; Broward Boulevard on the south; I-95 on the west; and Sunrise Boulevard on the north. The target area has been designed to be of manageable and efficient size, so that proposed activities can be accomplished within a five-year time frame.

**MOUNT BETHEL (Childcare Assistance Program):** Funds will provide low-income Fort Lauderdale families who meet prescribed criteria a voucher program to provide affordable childcare assistance for care of children between ages of 0 – 11 years of age.

**Funding Request for this Activity: \$160,000**

**Clients to be served: 30**

**MOUNT BETHEL (Family Resource Center):** Funds will provide low-income Fort Lauderdale families who meet prescribed criteria neighborhood-based support services which include, but not limited to, case management, information and referral, parenting education and support, and employability/self-sufficiency training.

**Funding Request for this Activity: \$60,000**

**Clients to be served: 75**

**HOUSING AUTHORITY (Step-Up Program):** The Housing Authority of the City of Fort Lauderdale is the sponsor agency for a state-registered apprenticeship program known as the Step-Up Apprenticeship Initiative. This is the first program of its type in the South that provides effective and cost efficient educational, skills training and employment opportunities for people in the low-income/public housing neighborhoods to achieve self-sufficiency and economic independence. Funds pay for journeypersons to provide trade skills instruction to participants and may be used for the following: transportation services to job sites and classrooms; one academic instructor for educational remediation services for participants, as well as counseling and case management, and educational supplies.



**Funding Request for this Activity: \$250,000**

**Apprentices to be served: 10**

**HOUSING OPPORTUNITIES, MORTGAGE ASSISTANCE & EFFECTIVE NEIGHBORHOOD SOLUTIONS, INC. (H.O.M.E.S., Inc.):** H.O.M.E.S., Inc. is seeking funding to support their Supportive Housing and Self Sufficiency Program for Aged Out Foster and Relative Care Youth. Tier one of the program provides affordable, safe and decent housing for 23 young people aged out of foster and relative care. Tier two is the Self Sufficiency Training Program. This program provides services to at risk youth to prevent homelessness.

**Funding Request for this Activity: \$174,277.20**

**Clients to be served: 30**

#### **OTHER PUBLIC SERVICE ACTIVITIES**

**HOUSING OPPORTUNITIES PROJECT FOR EXCELLENCE, INC. (a.k.a. HOPE Fair Housing Center) – Fair Housing Activities:** HUD requires that every municipality fund fair housing activities annually. HOPE Fair Housing Center provides fair housing education and outreach to residents of the City on fair housing issues, rights and remedies. HOPE Fair Housing Center will also address and update the City’s Analysis of Impediments (AI) to Fair Housing. *This is a Public Service Activity that counts against the 15% cap.*

**BROWARD COUNTY FAMILY SUCCESS DIVISION – Homeless Prevention:** Funds provided assist eligible renters and homeowners who are in danger of being evicted, foreclosed or having utilities shut off. Although this is a Public Service Activity that counts against the 15% cap, in past years the City Commission has set aside \$50,000 for Broward County’s Family Success Division to assist residents of Fort Lauderdale.

#### **OTHER PUBLIC SERVICE ACTIVITIES**

**PUBLIC WORKS DEPARTMENT PROJECTS:** Funds are utilized to address public works projects which include, but are not limited to: Business Capital Improvement Program (BCIP), Capital Improvement Program (CIP), and the Neighborhood Capital Improvement Program (NCIP).

**GRACE COMMUNITY DEVELOPMENT CORPORATION:** Funds are utilized to acquire and rehabilitate a building that will be a primary hub for Haitian related community based programs. Current services provided includes: immigration services, Christmas toy distribution and weekly food distribution. Services will be expanded such programs as: childcare, Head Start with ESOL, summer school lunch distribution, vocational education, GED preparation, Home Economics and Welfare to Work Enhancements.

**FIRST BAPTIST CHURCH PINEY GROVE:** Funds will be utilized to renovate the Susie C. Holley Cradle Nursery building. This building has been used to provide childcare services for young children in the Northwest Fort Lauderdale community for over 38 years. It was started by Dr. Susie C. Holley as a safe haven for working mothers to leave their children during the day.

#### **PUBLIC SERVICE ACTIVITIES**

The Public Service agencies that carry out these activities are recommended for funding by the Community Service Board (CSB). While there is not a minimum threshold on funding for Public Service Activities, HUD requires that no more than 15% of CDBG funds be used toward this activity.

**JACK AND JILL CHILDREN’S CENTER:** The early childhood education program focuses on enabling children to grow physically, emotionally, and socially in a safe, caring environment using age-appropriate

methods of cognitive growth. The comprehensive parent program is designed to strengthen at-risk families by providing intensive parent education, support services, and individual and family therapy.

**Funding Recommendation for this Activity: \$45,000.00**

**Clients to be served: 11 - 16**

**WOMEN IN DISTRESS (WID):** WID will address the critical needs of domestic violence victims – emergency shelter, food, clothing, transportation and medical assistance in an environment where they can recover from the traumatic effects of victimization. As families work on rebuilding their lives, they are provide with individual counseling and support groups that will all them to being to heal in a safe setting.

**Funding Recommendation for this Activity: \$45,000**

**Clients to be served: 337 Emergency Shelter Nights to 33 clients**

**BROWARD PARTNERSHIP:** Funds will be used to provide continued operation of the Homeless Assistance Center on Sunrise Boulevard. Funds will be used for operation activities that include: maintenance, operation, insurance, utilities and furnishings; and operating costs which include administration, maintenance, repair and security of such housing: and utilities, fuels, furnishings, and equipment.

**Funding Recommendation for this Activity: \$50,000**

**Clients to be served: 1,200 clients**

#### **CDBG ADMINISTRATION**

**GENERAL ADMINISTRATION:** Funding for program administrative costs related to planning, execution of community development activities and sub-recipient monitoring. The City is limited to 20% of its CDBG annual allocation for general administrative costs. With the reduced overall funding levels for HUD programs, the full 20% of Administration funding is required in order to not have an impact on the City's General Fund.

**REHABILITATION ADMINISTRATION:** This line item is known commonly as project delivery costs. It is used to cover salaries and benefits of eligible HCD staff that work within the CDBG and HOME programs. The type of eligible costs under this category are costs for the housing inspectors and staff that performs underwriting duties.

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### **Housing Opportunities For Persons With HIV/AIDS (HOPWA)**

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**PROPOSED ACTIVITIES 2014-2015 HOPWA BUDGET: \$ 7,378,513.00**

**RECOMMENDED FUNDING  
FOR 2014 – 2015**

➤ Administration	\$ <u>221,355.39</u>
➤ Homeless Management Information System	\$ <u>70,000.00</u>
➤ Broward House	\$ <u>2,371,382.61</u>
• Facility Based Housing	
• Project Based Rent	
• Tenant Based Rental Voucher Program	

\* \$800,819.39 will also be provided via a Program Amendment on CAM #14-0815 (July 1, 2014).

➤ <b>Broward Regional Health Planning Council</b>	<b>\$ <u>2,542,138.00</u></b>
<ul style="list-style-type: none"> <li>• Short-Term, Rent, Mortgage, &amp; Utilities (STRMU) and Permanent Housing Placement</li> <li>• Tenant Based Rental Voucher Program</li> </ul>	
➤ <b>Shadowood II, Inc.</b>	<b>\$ <u>919,631.00</u></b>
<ul style="list-style-type: none"> <li>• Facility Based Housing</li> <li>• Project Based Rental Assistance</li> </ul>	
➤ <b>Mount Olive Development Corporation</b>	<b>\$ <u>481,000.00</u></b>
<ul style="list-style-type: none"> <li>• Project Based Rental Assistance</li> </ul>	
➤ <b>Legal Aid</b>	<b>\$ <u>220,000.00</u></b>
<ul style="list-style-type: none"> <li>• Non-Housing Support Services</li> </ul>	
➤ <b>SunServe</b>	<b>\$ <u>195,296.00</u></b>
<ul style="list-style-type: none"> <li>• Non-Housing Support Services</li> </ul>	
➤ <b>Care Resources</b>	<b>\$ <u>191,710.00</u></b>
<ul style="list-style-type: none"> <li>• Non-Housing Support Services</li> </ul>	
➤ <b>Susan B. Anthony</b>	<b>\$ <u>82,000.00</u></b>
<ul style="list-style-type: none"> <li>• Non-Housing Support Services</li> </ul>	

**FACILITY BASED HOUSING:** Provides resources to develop and operate community residences and other supportive housing. With facility-based housing, the expectation is that participants will be in need of some level of supportive services in order to maintain stability and receive appropriate levels of care. HOPWA regulations require the sponsor to certify that they will give residents an adequate level of support and work with qualified service providers, accessing such support in an ongoing manner. This includes all HOPWA housing expenditures, which provide support to facilities, including community residences, Single Room Occupancy dwellings, short-term or transitional facilities, project-based units, master leased units, scattered site units leased by the organization, and other housing facilities as approved by HUD.

**SHORT-TERM, RENT, MORTGAGE & UTILITIES (STRMU):** Continued support for emergency financial assistance for payment of rent, mortgage and utilities. Rent or mortgage payments will be limited to 21 weeks per year per household and will be made directly to the landlord or mortgage company. No payments are made directly to a client. Utility payments will be limited to \$1,000 per year and will be disbursed directly to the utility company.

**TENANT VOUCHERS HOUSING / CLIENT-BASED:** Continued support to provide lower-income HIV/AIDS persons or families rental assistance to live in private, independent apartment units. The household assisted will be required to pay no more than 10% of its gross income or 30% of adjusted income for rent and utilities, whichever is greater. The voucher will pay the difference. A utility allowance will be used to determine utility costs.

**PROJECT-BASED RENTAL ASSISTANCE:** Continued support for apartment units operated by nonprofit organizations for HIV/AIDS clients. Clients will be required to pay either 10% of gross income or 30% of adjusted income for rent and utilities whichever is greater.

**HOUSING CASE MANAGEMENT / SUPPORT SERVICES:** To provide housing service plans that establish or better maintain a stable living environment in housing that is decent, safe, and sanitary; reduces the risk of homelessness, and to improve access to health care and supportive services.

**HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS):** To provide an automated service delivery system connecting HOPWA resources with the lead Continuum of Care Agency that manages health care services and support under the Ryan White CARE Act.

**ADMINISTRATION:** HOPWA provides 3% of the total grant for administrative costs. These funds will be used to pay for staff, a sub-recipient monitoring firm and office space to operate the HOPWA program.