




OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

**MEMORANDUM FOR:** CPD Field Office Directors and HOPWA Formula and Competitive Grantees

**FROM:** Rita Harcrow, Director, Office of HIV/AIDS Housing  Digitally signed by: RITA HARCROW  
Date: 2024.03.12 12:07:00 -05'00'

**SUBJECT:** Use of HOPWA Grant Funds for Participation at the 2024 National Conference on Social Work and HIV/AIDS

The purpose of this memorandum is to provide guidance to recipients of Housing Opportunities for Persons With AIDS (HOPWA) formula and competitive grants on the use of HOPWA grant funds to pay for the cost of grantee or project sponsor staff attending the 2024 National Conference on Social Work and HIV/AIDS. The theme for the 2024 conference is *Our Fight for Justice and Equity to End HIV and AIDS*. The conference will take place May 22-25, 2024, at the Hilton Orlando Buena Vista Palace Disney in Lake Buena Vista, Florida. Information on the National Conference on Social Work and HIV/AIDS is available online at: <https://paswha.org/>.

The HUD Office of HIV/AIDS is currently planning a required in-person HOPWA Institute to take place in 2024. Grantees and project sponsors are advised to prioritize funding to attend the HOPWA Institute when considering costs to attend program-related conferences or other training activities. Similar to prior guidance on program-related training activities, HOPWA funds are eligible for use by grantees and project sponsors to support reasonable costs for participation in the 2024 National Conference on Social Work and HIV/AIDS, as explained below.

## ELIGIBLE COSTS

Participation in the 2024 National Conference on Social Work and HIV/AIDS may be charged to a grantee's HOPWA award, as the conference promotes the use of best practices and research to inform the design of effective HIV/AIDS housing and service programs that improve housing stability and health outcomes of low-income persons living with HIV/AIDS. Reasonable costs of participation in the event, including costs for travel, lodging, and meals, may be applied to HOPWA accounts, if incurred in accordance with applicable regulations. HOPWA grantees and project sponsors should pay attention to 2 CFR 200.432 and §200.475 in applying the costs for participation in the conference to HOPWA accounts.

Grantees may use the following standards for allocating costs to program activities:

- (a) For HOPWA grantees and project sponsors, the reasonable costs of participating in this event can be allocated to the administrative costs, supportive services, and resource identification line items. Administrative costs are associated with the management, oversight, coordination, and evaluation of HOPWA grants, and are subject to the established limitations under 24 CFR 574.300(b)(10). Appropriate supportive services,

as required by 24 CFR 574.310(a), must be provided as part of any HOPWA-assisted housing, and may also be provided to eligible persons independently of any housing activity. A list of eligible supportive service activities can be found at 24 CFR 574.300(b)(7). Per 24 CFR 574.300(b)(2), resource identification is associated with efforts to establish, coordinate, and develop housing assistance resources for eligible persons; and

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

## **QUESTIONS**

If you have any questions about the use of HOPWA funds for participation in the 2024 National Conference on Social Work and HIV/AIDS, please contact the Office of HIV/AIDS Housing by email at [HOPWA@hud.gov](mailto:HOPWA@hud.gov).