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To: HOPWA-L@HUDLIST.HUD.GOV

Subject: HUD Issues Notice CPD-23-04: Closeout Instructions for HOPWA Program Grants

HUD Issues Notice CPD-23-04: Closeout Instructions for HOPWA Program Grants

On April 12, 2023, HUD released [Notice CPD-23-04: Closeout Instructions for HOPWA Program Grants](#).

This Notice provides policy guidance and procedural instructions for CPD Field Offices and Housing Opportunities for Persons With AIDS (HOPWA) grantees regarding closeout of HOPWA formula and HOPWA competitive (HOPWA-C) grants including HOPWA CARES Act formula grants (HOPWA-CV) and HOPWA CARES Act competitive grants (HOPWA-C-CV) to assist in end of grant requirements and operations. It follows the updated regulations in 2 CFR 200.344 – “Closeout” and 2 CFR 200.345 – “Post-closeout adjustments and continuing responsibilities” and supersedes previous closeout procedural guidance as of the date of issuance. Closing out federal grants is an important step in the overall grants management process and requires HUD to determine that all applicable administrative actions and required work of the grant have been completed by the grantee.

The following is a summary of updates to HOPWA closeout procedures provided through Notice CPD-23-04:

- Grantees are required to submit all necessary closeout documents 120 days after the grant period of performance. For any reports not submitted, HUD must proceed to close out with the information available within one year of the period of performance end date.
- For HOPWA formula grant closeouts, the reporting requirements for the Consolidated Performance and Evaluation Report (CAPER) submitted by HOPWA formula grantees detailing all the HOPWA activities conducted during the program year are not subject to the 120-day submission of reports for closeout deadline. Following 24 CFR 91.520, formula grantees are required to submit CAPERs to HUD within 90 days after the close of the jurisdiction's program year. This requirement has not changed and means that HUD Field Offices are expected to complete HOPWA formula grant closeout review after the CAPER submission deadline for the program year that includes the final grant activities and expenditures. This may exceed the requirement to closeout grants one year after the grant period of performance.
- HUD Field Office staff have a new HOPWA Grant Closeout Checklist to assist with confirming grants that are ready for closeout. The Field will be able to work collaboratively with grantees to ensure the required information is correct and ready for closeout.
- The HOPWA Grant Closeout Certification has been revised and now requires the grantee to sign first.
- Additional guidance related to closeout timeline, open audit or monitoring findings, and post-closeout adjustments provide clarity for compliance.

For any questions related to HOPWA grant closeout or Notice CPD-23-04, please email HOPWA@HUD.gov.



Housing is a structural intervention in ending the HIV epidemic in the United States.

Each year, HOPWA ensures housing stability for more than 100,000 American households that are low-income and living with HIV.

Want to know more about HOPWA? Go to https://www.hud.gov/program_offices/comm_planning/hopwa

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