

HOUSTON REGIONAL HIV/AIDS RESOURCE GROUP, INC.
SUBGRANTEE GUIDELINES
Policy and Procedure

HOPWA STRMU/EMERGENCY ASSISTANCE CAPS (SG-21)

EFFECTIVE DATE: April 27, 2009

PURPOSE:

To establish the guidelines for the creation and revision of Subgrantee caps established for HOPWA Short-Term Rental Mortgage and Utility (STRMU) programs (formerly entitled HOPWA Emergency Assistance).

DEFINITIONS:

Subgrantee is an agency that has entered into a grant agreement with the Resource Group to provide services.

Cap is an approved limit to the amount and/or frequency of service provision. For the purpose of this policy, caps may only be established on the HOPWA Short-Term Rental, Mortgage, and Utilities (STRMU) program (formerly HOPWA Emergency Assistance).

POLICY:

Each HOPWA Subgrantee may establish caps for the amount and/or frequency of HOPWA Short-Term Rental, Mortgage, and Utilities programs (formerly HOPWA Emergency Assistance) with prior approval from The Resource Group. On annual basis, the Subgrantee must renew the any caps through the submission of a letter requesting that the caps remain the same or a request to revise the caps including a justification for the change. If no caps are in place, the Subgrantee will provide a letter reaffirming that on an annual basis.

PROCEDURE:

Establishing Caps on Service:

1. Each HOPWA Subgrantee funded by The Resource Group to provide HOPWA Short-Term Rental Mortgage and Utility (STRMU) programs (formerly entitled HOPWA Emergency Assistance) is permitted to establish caps on the amount and/or frequency of service provision based upon a justification of the need for such restrictions.
2. All caps on STRMU service provision must be approved in writing from The Resource Group.
3. To establish caps on STRMU service provision, the Subgrantee must submit a letter outlining the requested caps and the rationale/justification for the cap.

4. All letters must be submitted to the Program Development Director of The Resource Group no later than the 10th of January each year. Letters may be submitted via email or fax as long as a signed hard copy of the letter is received within thirty (30) days.
5. The Program Development Director will review the request and its supporting justification and provide approval/feedback prior to 20th of January. If approval is not granted, the Subgrantee will be allowed to resubmit the request addressing any feedback provided.
6. The establishment of caps will not be considered for implementation during the course of the current HOPWA funding year (February 1st – January 31st) unless extenuating circumstances are present. The determination of extenuating circumstances will reside with the Executive Director of The Resource Group.

Renewing/Revising Caps on Service:

1. On an annual basis, each HOPWA Subgrantee will provide one of the following:
 - a. A letter reaffirming that no caps existing for the STRMU program;
 - b. A letter requesting that the established caps be maintaining in the coming contract year; or
 - c. A letter requesting revisions of the established caps and an accompanying justification for the request.
2. All letters must be submitted to the Program Development Director of The Resource Group no later than the 10th of January each year. Letters may be submitted via email or fax as long as a signed hard copy of the letter is received within twenty (20) days.
3. For letters requesting revisions of the established caps, the Program Development Director will review the request and its supporting justification and provide approval/feedback prior to 20th of January. If approval is not granted, the Subgrantee will be allowed to resubmit the request addressing any feedback provided.
4. The revision of caps will not be considered for implementation during the course of the current HOPWA funding year (February 1st – January 31st) unless extenuating circumstances are present. The determination of extenuating circumstances will reside with the Executive Director of The Resource Group.