



## POLICY AND PROCEDURE NOTICE: PPPN-072 HOUSING

**Summary and Purpose of PPN:** To guide the administration of the Ryan White Part A Program to provide a standard Priority Service definition and requirements.

### Authority:

- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs National Monitoring Standards for Ryan White Part A Grantees: Program – Part A  
<https://hab.hrsa.gov/sites/default/files/hab/Global/programmonitoringparta.pdf>
- HAB PCN #16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds  
[https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN\\_16-02Final.pdf](https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf)
- Policy Clarification Notice 16-02: Eligible Individuals and Allowable Uses of Funds Frequently Asked Questions  
[https://hab.hrsa.gov/sites/default/files/hab/Global/faq\\_service\\_definitions\\_pcn\\_final.pdf](https://hab.hrsa.gov/sites/default/files/hab/Global/faq_service_definitions_pcn_final.pdf)
- Policy Clarification Notice 16-02: Eligible Individuals and Allowable Uses of Funds Housing Services, Frequently Asked Questions  
[https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/Housing\\_FAQs\\_Final.pdf](https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/Housing_FAQs_Final.pdf)
- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs & Division of State HIV/AIDS Programs National Monitoring Standards for Ryan White Part A and Part B Grantees: Universal – Part A and B (Covers Both Fiscal and Program Requirements)  
<http://hab.hrsa.gov/manageyourgrant/files/universalmonitoringpartab.pdf>

### Background:

#### Atlanta EMA Quality Management Standards

The purpose of the Ryan White Part A quality management standards and measures is to ensure that a uniformity of service exists in the Atlanta Eligible Metropolitan Area (EMA) such that the consumers of a service receive the same quality of service regardless of where the service is rendered. These standards set forth the minimal acceptable levels of quality in

service delivery and to provide measurement of the effectiveness of services. EMA Standards of Care may be found on the Ryan White Part A website at [www.ryanwhiteatl.org](http://www.ryanwhiteatl.org).  
**Also see PPN-038 Compliance with Standards.**

### **Service Definition**

Housing provides transitional, short-term, or emergency housing assistance to enable a client or family to gain or maintain outpatient/ambulatory health services and treatment, including temporary assistance necessary to prevent homelessness and to gain or maintain access to medical care. Allowable activities include:

- Emergency Lodging (*hotel/motel vouchers*)
- Short-term Housing Rental Assistance (*3-6 months of rental subsidy*)
- Medium-term Housing Rental Assistance (*6-12 months of rental subsidy*)

Activities within the Housing category must also include the development of an individualized housing plan, updated annually, to guide the client's linkage to permanent housing. Housing may provide some type of core medical (e.g., mental health services) or support services (e.g., residential substance use disorder services).

Housing activities also include housing referral services, including assessment, search, placement, and housing advocacy services on behalf of the eligible client, as well as fees associated with these activities.

### **Policy and Procedure:**

1. Subrecipient must have mechanisms in place to assess and document housing status and housing service needs of new clients, and at least annually for existing clients.
2. Housing activities cannot be in the form of direct cash payments to clients and cannot be used for mortgage payments or rental deposits<sup>1</sup> although these may be allowable costs under the HUD Housing Opportunities for Persons with AIDS grant awards.
3. Subrecipient must be able to provide documentation and assurance that no Ryan White funds are used to provide direct payments to clients for rent or mortgages.
4. Subrecipient must maintain documentation and client records that include;
  - Services provided including number of clients served, duration of housing services, types of housing provided, and housing referral services
  - client eligibility determination
  - Individualized housing plans for all clients that receive short-term, transitional, and emergency housing services

5. Subrecipient must ensure staff providing housing services are case managers or other professionals who possess a comprehensive knowledge of local, state, and federal housing programs and how to access those programs.
  
6. Subrecipient must develop and maintain housing policies and procedures that are consistent with this Housing Policy. Subrecipient must ensure assistance provided help clients obtain stable long-term housing.

**Unit of Service Definition**

<b>Housing Services</b>			
<b>Subservice Name</b>	<b>Definition</b>	<b>Unit</b>	<b>Funding Sources</b>
Housing Assistance	Rental assistance for longer than one-time or episodic emergency need, not to exceed cumulative period of 24 months. Cannot include mortgage payments.	Payment	EHE, B, Other
Residential Housing	Housing facility for homeless or people at risk for homeless living with HIV/AIDS. Not to exceed cumulative period of 24 months.	Payment	EHE, B, Other
Emergency Lodging	Housing facility for homeless or people at risk for homeless living with HIV/AIDS in emergency situations. May include hotel/motel voucher. Not to exceed cumulative period of 3 months.	Payment	EHE

Approved: April 2021