HOUSING SPECIALIST GUIDE

What is a Housing Specialist?

Housing Specialists help clients locate and maintain appropriate housing. Services include for plans, assisting clients in applying for housing assistance, educating clients about tenant right	
providing referrals for supportive services, and acting as an liaison between landlords and ca	•
Alliance for Housing & Healing	
7531Santa Monica Boulevard Suite 100B, West Hollywood, CA, 90046 (323) 656-1107 ext. 214 Please call to set-up an appointment. Walk-ins welcomed.	Area Served: 4 5
1043 Elm Avenue Suite 402, Long Beach, CA, 90813 (562) 294-5500 ext. 214 Please call to set-up an appointment. Walk-ins welcomed.	Area Served: 8
APAIT	1
3055 Wilshire Boulevard Suite 300, Los Angeles, CA, 90010 (213) 375-3830 No walk-ins. Client must call to request an appointment.	Area Served: 4
(HOPICS) 5715 South Broadway, Los Angeles, CA, 90037 (323) 948-0444 ext. 107 No walk-ins. Client must call to request an appointment.	Area Served: 6
(DREW CARES) 1748 East 118 th Street Building M, Los Angeles, CA, 90059 (323) 563-5870 Office is temporarily closed.	Area Served: 6
APLA Health	
611 South Kingsley Drive, Los Angeles, CA, 90005 (213) 201-1637 Appointment Required. Please call to set-up an appointment.	Area Served: 4
3643 La Brea Avenue, Los Angeles, CA, 90016 (213) 201-1637 Office is temporarily closed.	Area Served: 6
Bienestar	
4955 West Sunset Boulevard, Los Angeles, CA, 90027 (866) 590-6411 Appointment required. Please call to set-up an appointment.	Area Served: 4
City of Long Beach Housing Authority @ C.A.R.E.	
1500 Hughes Way Suite 150A, Long Beach, CA, 90810 No walk-ins. Client must call to request an appointment. Housing Specialist services take place as follow: Sarah Taylor working with clients with last names (A-J) can be contacted at (562) 570-6042. René Soto working with clients with last names (K-Z) and all solely Spanish speaking clients and can be contacted at (562) 570-6072	Area Served: 8
Foothill AIDS Project	
255 East Colorado Avenue, Pasadena, CA, 91107 (626) 639-3321 Appointment required. Please call to set-up an appointment.	Area Served: 3
678 Indian Hill Avenue Suite 220 & 300, Claremont, CA, 91711 (909) 482-2066 Appointment required. Please call to set-up an appointment.	Area Served: 3
5326 East Beverly Boulevard, Los Angeles, CA, 90022 (213) 407-0995 Appointment required. Please call to set-up an appointment.	Area Served: 7
Northeast Valley Health Corporation (Van Nuys Adult Health Center)	
14624 Sherman Way Suite 600, Van Nuys, CA, 91405 (818) 988-6335 ext. 50746 Appointment required. Please call to set-up appointment.	Area Served: 2
SRO Housing Corporation	
517 South San Julian Street, Los Angeles, CA, 90013 (213) 633-5458 Appointment Required. Case Management referral required.	Area Served: 4

HOUSING SPECIALIST GUIDE

Tarzana Treatment Center	
7101 Baird Avenue, Reseda, CA, 91335 (818) 342-5897 Appointment required. Please call to set-up an appointment.	Area Served: 2
The Catalyst Foundation	
547 West Lancaster Boulevard, Lancaster, CA 93534 (661) 948-8559 ext. 310 Walk-ins accepted. Intake Monday-Thursday only. Please call to set-up an appointment.	Area Served: 1
The Los Angeles LGBT Center	
1625 North Schrader Boulevard, Los Angeles, CA, 90028 (323) 993-7473 Appointment required. Please call to set-up an appointment.	Area Served: 4
The People Concern	
527 Crocker Street, Los Angeles, CA, 90013 (213) 488-9559 ext. 193 Appointment required. Case Management referral required.	Area Served: 4

Please be prepared to take the following documents:

- Valid California ID or DL
- Proof of Income (GR or SSI print out, pay stub bank statements, etc.)
- Proof of Address (government document or current utility bill)
- Proof of HIV/AIDS Diagnosis (within a year of service date)



Regional Centers

Regional Centers

Regional Area 1 • Antelope Valley

Acton, Agua Dulce, Gorman, Lake Hughes, Lake Los Angeles, Lancaster, Little Rock, Palmdale, Quartz Hills

The Catalyst Foundation

547 West Lancaster Boulevard, Lancaster, CA 93534

(661) 948.8559

Regional Area 2 • San Fernando Valley

Burbank, Canoga Park, Glendale, North Hollywood, San Fernando, Sherman Oaks, Sun Valley, Van Nuys, Woodland Hills

Tarzana Treatment Center

7101 Baird Avenue, Reseda, CA 91335

(818) 342.5897 ext. 2102 or 2171

North East Valley Health Corporation

14624 Sherman Way, Suite 600, Van Nuys, CA 91405

(818) 988.6335 ext. 50746

Regional Area 3 • San Gabriel Valley-West

Alhambra, Highland Park, Pasadena

Foothill AIDS Project-Pasadena-West

127 North Madison Avenue, Suite 22, Pasadena, CA 91101 (626) 639.3321

Regional Area 3 • San Gabriel Valley-East

Arcadia, Claremont, Covina, Diamond Bar, El Monte, Glendora, Monrovia, Pomona, San Gabriel

Foothill AIDS Project-Claremont

233 West Harrison Avenue, Claremont, CA 91711

(909) 482.2066

Regional Area 4 • Metro

Boyle Heights, Central City, Echo Park, El Sereno, Hollywood, Mid-City Wilshire, Monterey Hills, Mount Washington, Silverlake, West Hollywood, Westlake

Alliance for Housing and Healing

7531 Santa Monica Blvd, Ste. 100B.

West Hollywood, CA 90046

(323) 656.1107

APAIT

3055 Wilshire Boulevard, Suite 300, Los Angeles, CA 90010

(213) 375.3830

APLA Health

611 South Kingsley Drive, Los Angeles, CA 90005

(323) 201.1637

Bienestar

4955 West Sunset Boulevard, Los Angeles, CA 90028

(323) 660.9680

The Los Angeles LGBT Center

1625 North Schrader, Los Angeles, CA 90028

(323) 993.7400

Regional Area 4 • Downtown Los Angeles

SRO Housing Corporation

517 South San Julian Street, Los Angeles, CA 90013

(213) 633.5458

The People Concern

527 Crocker Street, Los Angeles, CA 90013

(213) 488.9559 x184

Regional Area 5 • West

Santa Monica, Venice, Westchester, Westwood

Alliance for Housing and Healing

7531 Santa Monica Blvd., Suite 201, West Hollywood, CA 90046 (323) 656.1107

Regional Area 6 • South Los Angeles

Athens, Compton, Crenshaw, Hyde Park, Lynwood, Paramount, South Los Angeles, Watts

APLA Health

3741 South La Brea Avenue, Los Angeles, CA 90016

(213) 201.1637

APAIT/HOPICS

5715 South Broadway Avenue, Los Angeles, CA 90037

(323) 948.0444 ext. 107

APAIT/DREW CARES

1748 East 118th Street, Building M, Los Angeles, CA 90059 (323) 563.5870

Regional Area 7 • East LA/Whittier

Artesia, Bell, Bellflower, Bell Gardens, Cerritos, City of Commerce, East Los Angeles, Hawaiian Gardens, Huntington Park, Lakewood, Los Nietos, Maywood, Norwalk, Pico Rivera, Santa Fe Springs, Signal Hill, South Gate, Vernon, Whittier

Foothill AIDS Project/Bienestar

5326 East Beverly Boulevard, Los Angeles, CA 90022 (213) 407.0995

Regional Area 8 • South Bay Harbor

Carson, El Segundo, Hawthorne, Inglewood, Lawndale, Long Beach, Torrance

Alliance for Housing and Healing

1043 Elm Avenue, Suite 402, Long Beach, CA 90813

(562) 294.5500

City of Long Beach Housing Authority @ C.A.R.E.

2525 Grand Avenue, Suite 115, Long Beach, CA 90815

(562) 570.4357

City of Long Beach Housing Authority @ C.A.R.E.

1045 Atlantic Avenue, Suite 1016, Long Beach, CA 90813

(562) 570.6042 or (562) 570.6072



HOPWA

Housing Opportunities for Persons with HIV/AIDS



The HOPWA Program

Housing Opportunities for Persons with HIV/AIDS (HOPWA)

What Is HOPWA?

Housing Opportunities for Persons with HIV/AIDS, also known as HOPWA, is a federally-funded program that provides assistance with housing and supportive services for low-income people living with HIV/AIDS and their families. The program goals are to maintain stable housing, reduce the risk of homelessness, and increase access to care. Services are provided throughout Los Angeles County.

Accessing HOPWA Services:

The HOPWA Regional Centers are your entry into the HOPWA system of resources and services that will assist you with your housing needs. In order to access HOPWA programs, you must first register with a Housing Specialist. Through a Regional Center your Housing Specialist will assist you in accessing: Section 8 and affordable housing listings; financial rental assistance programs; other housing-related information; legal services; support animal advocacy and information; and many other supportive services that can eliminate barriers for people living with HIV/AIDS to finding and maintaining permanent housing. (See list of Regional Centers on back.)

HOPWA Programs & Services

Call a Regional Center to make an appointment to meet with a Housing Specialist. Please be prepared to provide the following documents at your scheduled appointment:

- · Valid California ID or Driver's License
- Proof of income (GR or SSI print out, pay stub, bank statements, etc.)
- Proof of address (government document or current utility bill)
- Proof of HIV/AIDS Diagnosis (within a year of service date)

Available HOPWA Programs

1. Housing Specialist

Housing Specialists help clients locate and maintain appropriate housing. Services include formulating housing plans, assisting clients in applying for housing assistance, educating clients about tenant rights/responsibilities, providing referrals for supportive services, and acting as a liaison with landlords and case managers.

2. Housing Subsidy Assistance

Short-Term Rent, Mortgage, and Utility (STRMU): Provides eligible clients with short term financial assistance to maintain their permanent housing due to a financial crisis, medical condition or loss of income.

Permanent Housing Placement (PHP) grant: Provides move-in grants for security deposit, first month's rent and utility turn-on, and other related moving costs.

Tenant-Based Rental Assistance (TBRA): Provides up to 12 months of rental assistance for very low income and homeless households with HIV/AIDS. TBRA operates similarly to the Housing Choice Voucher program (Section 8), and is offered by four public housing authorities. Participants are also connected to housing supportive services.

3. Crisis Housing

Emergency and Transitional housing for clients who are homeless or at-risk of being homeless. Housing supportive services are also provided.

4. Housing Information and Referrals

CHIRP/LA (Comprehensive Housing Information and Referrals for People Living with HIV/AIDS)

2121 S. Flower Street, Los Angeles, CA 90007 213.741.1951 ext 202 www.chirpla.org • info@chirpla.org

Services available to qualifying individuals:

- · Free resource guides & rental listings
- Free Housing Stability workshops
- LIFE (Low Income Fare is Easy) coupon program
- No fee/reduced fee ID card applications
- · Free clothing vouchers
- Free email set-up
- Free credit check

5. Supportive Services

Supportive Services are equally important in helping clients and their families locate and maintain housing. HOPWA-funded Supportive Services are accessed directly through provider agencies and do not require a referral from a Regional Center.

Legal Services

(assists clients with landlord/tenant issues)

Inner City Law Center 1309 E. 7th Street, Los Angeles, CA 90021 213.891.2880 www.innercitylaw.org

Animal Support and Advocacy

(assists clients with companion and support animals)

PAWS/LA

2121 S. Flower Street, Los Angeles, CA 90007 213.741.1950 • www.pawsla.org





What is HOPWA?

Housing Opportunities for Persons With AIDS (HOPWA) funds financial assistance to prevent homelessness and promote permanent, safe, and affordable independent housing.

HOPWA offers two types of financial assistance— Short-Term Rent, Mortgage, Utilities (STRMU) assistance, and Permanent Housing Placement (PHP) assistance.

STRMU: Provides assistance for up to 21 weeks in any 52-week period, which may or may not be consecutive, with rent, mortgage, and utilities (gas and electric). Applicant must be HIV+, earn less than 80% of the Area Median Income, live in permanent housing in Los Angeles County, and have a valid rental agreement and proof of residence.

PHP: Provides assistance with reasonable costs to move persons into safe, decent, and affordable permanent housing that may include a security deposit and first month's rent. A one-time utility switch-on fee may be paid if required. The maximum amount is based on fair market rents for Los Angeles County defined annually by HUD.



Los Angeles Housing & Community
Investment Department is the fiduciary
agent for the HOPWA Program in
Los Angeles County. All grants are
contingent upon the availability
of funds. Eligibility alone does not
guarantee acceptance into this

program. The HOPWA administrative phone number is: (213) 808-8805.

Alliance for Housing and Healing maintains the role as Central Coordinating Agency (CCA) for the HOPWA Program.



Participating Agencies

Los Angeles Area

- Alliance for Housing and Healing
- (323) 656-1107 West Hollywood
- APLA Health
- (213) 201-1637 Los Angeles
- (213) 201-1637 South Los Angeles
- APAIT Health Center
- (213) 375-3830 Los Angeles
- (323) 948-0444 ext. 113 South Los Angeles
- Bienestar
- (323) 660-9680 Hollywood
- (213) 407-0995 East Los Angeles
- Los Angeles LGBT Center
- (323) 993-7400 Los Angeles
- The People Concern
- (213) 488-9559 ext. 101 Los Angeles
- SRO Housing Corporation
- (213) 633-5458 Los Angeles

Pasadena, Claremont, Lancaster

- Catalyst Foundation
- (661) 948-8559 Lancaster
- •Foothill AIDS Project
- (626) 710-4487 Pasadena
- (909) 482-2066 Claremont
- Tarzana Treatment Center
- (661) 729-9000 ext.1158 Palmdale

Long Beach and San Fernando Valley

- Alliance for Housing and Healing
- (562) 294-5500 Long Beach
- (562) 983-2088 Long Beach Multi-Service Center
- · C.A.R.E. Program & LB Health Dept.
- (562) 570-6072 or
- (562) 570-6042 Long Beach
- Tarzana Treatment Center
- (818) 342-5897 Reseda
- Van Nuys Adult Health Center
- (818) 988-6335 Van Nuys

Housing Resource Information

CHIRPLA - (213) 741-1951 info@chirpla.org

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS

Short Term Assistance Program

Emergency Help with

- Rent
- Mortgage
- Utilities

Assistance with

- First Month's Rent
- Security Deposit
- Utility Connection Fees



US Department of Housing and Urban Development

Funded by the City of Los Angeles Housing and Community Investment Department







How to Apply

- 1. Locate an agency close to you listed on the back of this brochure.
- 2. Contact agency to receive Housing Specialist Services.
- 3. Collect the required documents and bring them with you. This includes:
- HIV+ Diagnosis within the Last 12 Months
- Rental Agreement or Mortgage Statement
- Proof of Income for the Past Three Months
- Bank Statements for the Past Three Months
- Proof of Residence
- Photo ID (CA) Card
- · Additional Documentation may be Required

Application Process: A Housing Specialist

or Case Manager will help guide you through the process of applying for assistance from HOPWA. Based on the documents that you bring in, you will be screened to see if you are oligible to receive assis



if you are eligible to receive assistance. The Housing Specialist will help you complete the application form, create an Individual Housing Plan, and provide ongoing housing services.

Once complete, the application is submitted to HOPWA's Central Coordinating Agency which processes all requests.



Checks will not be issued directly to you. Payments can only be made directly to vendors (property owners, mortgage holders, utility companies, etc).

All grants are subject to the availability of funds. The guidelines are subject to changes at the discretion of the Los Angeles Housing and Community Investment Department.

Eligibility

- Must be HIV+
- Must be living in or moving to Los Angeles County.
- Must have a source of income that does not exceed 80% of the area median income in Los Angeles County.
- Must be willing to work with Housing Specialists to address those issues that threaten your ability to obtain/maintain safe, decent, and affordable housing.
- Additional eligibility criteria may apply depending on financial assistance request.

Clients living in subsidized housing such as Shelter Plus Care, sober or transitional housing, or congregate living environments, are not eligible for STRMU assistance. Clients that are moving into subsidized housing may receive Permanent Housing Placement assistance (PHP).



Frequently Asked Questions

Q. Can I apply for assistance if I rent a room in a house where I am living with the owner or the owner is a family member?

A. Yes, you can rent a room in a house that is owner occupied, however if the owner is a family member regulations require a letter from a medical provider stating that "reasonable accommodation" is being considered. Additional documentation may be required.

Q. Can I apply if my family support is my only source of income?

A. Yes, but you will need to provide proof of at least three months of family support (money orders, cancelled checks, cashier checks, etc.)

Q. Can a loan from a friend be used as income?

A. No, because it is assumed that a loan will have to be repaid.

Q. Can I apply as an individual if I am married or have a domestic partnership?

A. No, if you are currently living with you spouse or signinfact other you will need to apply as a family and the household income would be needed to establish eligibility.

Q. Can I use receipts as proof of rent payment?

A. No, proof of rent payments must be in the form of money orders, cancelled checks, or cashier checks.

Q. Can the check be made out in my name?

A. No, all checks are made payable to vendors such as owners, property management companies, and utility companies.

Note: STRMU costs are housing costs and do NOT include personal items such as grooming, clothing, furnishings, pet expenses, financial assistance for consumer credit payments, entertainment activities, vehicle maintenance and repairs, and other non-housing-related costs. See additional HOPWA standards at HUD 24 CFR Part 574. (edit 5/3/06)

¿Que es HOPWA?

Es un programa de Vivienda para personas con VIH/SIDA (HOPWA), estos son fondos de asistencia financiera para prevenir la falta de vivienda y promover vivienda permanente, independiente, segura y accesible.

HOPWA ofrece dos tipos de asistencia financiera: Renta a corto plazo, hipoteca y servicios públicos (STRMU) y Asistencia con Vivienda Permanente (PHP).

stramu: Provee asistencia para un máximo de 21 semanas en un período de 52 semanas, las cuales pueden ser o no consecutivas, con la ayuda de renta, hipoteca y servicios públicos (gas, electricidad y agua) las cuales pueden ser o no consecutivas. El solicitante debe tener un diagnóstico de VIH/SIDA, ganar menos de 80% de ingreso medio del área en el condado de Los Angeles, tener un contrato de arrendamiento y un comprobante de residencia.

PHP: Provee asistencia con costos razonables para trasladar a personas a una vivienda permanente, segura, decente y accesible que puede incluir el depósito y el primer mes de renta. Si se requiere una tarifa de conexión de servicios públicos, puede ser pagado. El importe máximo se basa en las rentas de mercado justo para el Condado de Los Angeles definidas anualmente por HUD.



El Departamento de Vivienda y de Inversión Comunitaria de Los Angeles es el agente fiduciario para el Programa HOPWA en el condado de Los Angeles. Todos los subsidios dependen de la disponibilidad de los fondos. La elegibilidad por sí sola no garantiza

la aceptación a este programa. El número de teléfono administrativo de HOPWA es: (213) 808-8805.

Alliance for Housing and Healing es la Agencia Central de Coordinación (CCA) para el Programa de HOPWA.



Agencias Participantes

Los Angeles Area

Alliance for Housing and Healing

(323) 656-1107 West Hollywood

APLA Health

(213) 201-1637 Los Angeles

(213) 201-1637 South Los Angeles

APAIT Health Center

(213) 375-3830 Los Angeles

(323) 948-0444 ext. 113 South Los Angeles

Bienestar

(323) 660-9680 Hollywood

(213) 407-0995 East Los Angeles

• Los Angeles LGBT Center

(323) 993-7400 Los Angeles

The People Concern

(213) 488-9559 ext. 101 Los Angeles

SRO Housing Corporation

(213) 633-5458 Los Angeles

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Long Beach and San Fernando Valley

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(562) 983-2088 Long Beach Multi-Service Center

· C.A.R.E. Program & LB Health Dept.

(562) 570-6072 or

(562) 570-6042 Long Beach

Tarzana Treatment Center

(818) 342-5897 Reseda

· Van Nuys Adult Health Center

(818) 988-6335 Van Nuys

Housing Resource Information

CHIRPLA - (213) 741-1951 info@chirpla.org

Oportunidades de Vivienda para Personas con VIH/SIDA

Programa de Asistencia a Corto Plazo

Ayuda de emergencia con

- Renta
- Hipoteca
- Servicios Públicos

Asistencia con

- El primer mes de renta
- Depósito de Renta
- Costo de conexión de servicios públicos



El Departamento de Vivienda y Desarrollo Urbano de EE.UU.

Financiado por la Ciudad de Los Angeles Departamento de Vivienda y de Inversión Comunitaria







Cómo Solicitar Ayuda

1.Localice una agencia cerca de usted en la lista que aparece al reverso de este folleto.

- 2.Llame y haga una cita con un especialista de viviendas.
- 3. Reúna los documentos necesarios y llévelos con usted, esto incluye:
- Diagnóstico de VIH/SIDA dentro de los últimos dos años
- · Contrato de renta o hipoteca
- Verificación de ingresos de los últimos tres meses
- Estados de cuenta bancarios de los últimos tres meses
- · Comprobante de domicilio
- Identificación con foto (CA)

Proceso de solicitud: Un especialista de viviendas le ayudará con el proceso de solicitud de asistencia de HOPWA. Basado en los documentos que usted provea, usted será evaluado para ver si es elegible para recibir ayuda. El especialista creara un plan de vivienda individual, y presupuesto de acuerdo a sus ingresos de los últimos tres-meses.

Una vez completa, la solicitud se presentará a la Agencia Central de Coordinación de HOPWA que procesa todas las solicitudes.



Los cheques no serán escritos directamente a su nombre. Los pagos sólo pueden hacerse directamente a los proveedores (dueños de propiedad, los titulares de hipotecas, compañías

de servicios públicos, etc.) Todos los subsidios dependen de la disponibilidad de los fondos. Los reglamentos están sujetos a cambios y discreción del Departamento de Vivienda y la Comunidad de Inversiones de Los Ángeles.

Elegibilidad

- Debe de ser diagnosticado con VIH/SIDA
- Debe estar viviendo o estar a punto de mudarse al condado de Los Ángeles.
- Debe tener una fuente de ingresos que no supere el 80% del ingreso medio del área en el condado de Los Angeles.
- Debe estar dispuesto a trabajar con un especialista de vivienda para evitar problemas para obtener o mantener una vivienda segura, decente y accesible.
- Criterios de elegibilidad adicionales pueden ser aplicados dependiendo de la solicitud de ayuda financiera.

Algunos clientes que viven en una vivienda subsidiada, como Shelter Plus Care, y programas de sobriedad o de transición no son elegibles para recibir asistencia STRMU. Los clientes que se mudan a una vivienda subsidiada pueden recibir asistencia de vivienda permanente (PHP).



Preguntas frecuentes

P. ¿Puedo solicitar ayuda si alquilo una habitación en una casa donde estoy viviendo con el propietario de la vivienda o el propietario es un miembro de mi familia?

R. Si, usted puede alquilar una habitación en una casa donde también vive el propietario de la vivienda, pero si el propietario es un miembro de su familia las regulaciones requieren una carta de un proveedor médico indicando que "ajustes razonables" están siendo considerados. Documentación adicional pudiera ser requerida.

P. ¿Puedo solicitar el apoyo de mi familia si mi familia es mi única fuente de ingresos?

R. Sí, pero usted tendrá que justificar al menos tres meses de apoyo de familia (copia de los cheques o giros postales, etc.)

P. ¿Puede un préstamo de un amigo ser utilizado como ingreso?

R. No, porque se supone que un préstamo tendrá que ser reembolsado.

P. ¿Se puede aplicar como un individuo si estoy casado o tengo compañero/a domestico/a?

R. No, si usted está viviendo con su esposo/a o con su compañero/a doméstico/a tuviera que solicitar como familia y todos los ingresos familiares serán considerados para establecer su elegibilidad.

P. ¿Puedo utilizar recibos como comprobante de pago de renta?

R. No, la prueba de pago de renta debe ser en forma de giro postal, cheques cancelados o cheques de caja.

P. ¿Se puede hacer el cheque en mi nombre?

R. No, todos los cheques se hacen a nombre de los proveedores, tales como propietarios, compañías de administración de propiedades, y las compañías de servicios públicos.

Nota: Los costos STRMU son costos de vivienda y no incluyen artículos personales tales como el aseo, ropa, muebles, gastos de mascotas, la asistencia financiera para los pagos de crédito de consumo, actividades de entretenimiento, mantenimiento y reparación de vehículos y otros gastos no relacionados con la vivienda. Ver normas de HOPWA adicionales en

HUD 24 CFR Parte 574.