

**Schedule of Deliverables
HOPWA FY 2025-2026**

Task	Deliverable	Frequency	Due
B1a1	HOPWA Performance Chart (Attachment XXVIII)	Annual - Start Up	Within 20 days of contract execution and renewal
B1a2	Disaster Response Plan	Annual - Start Up	Within 45 days of contract execution and renewal
B1a3	Planned Leverage Non-HOPWA Funds form (Attachment XXIX)	Annual - Start Up	Within 20 days of contract execution and renewal
B1a4	Designated representative to participate in the planning process organized by the local homeless coalitions	Annual - Start Up	Within 20 days of contract execution and in the event of a vacancy within 20 days of a new designation
B1a5	List of HOPWA case managers	Monthly	Within 10 days after the end of each month
B1a6	Summary verifying services provided to eligible clients	Monthly	Within 10 days after the end of each month
B1a7	List of current housing resources and method used to communicate to clients	Monthly	Within 10 days after the end of each month
B1a8	HOPWA eligibility data entered in the CAREWare database.	Monthly	Within 10 days after the end of each month
B1a9	Brief summary verifying that all forms were completed and were included in client's file.	Monthly	Within 10 days after the end of each month
B1a10	Required elements are entered in the CAREWare database and applicable corrective action	Monthly	Within 10 days after the end of each month; Corrective action within 30 days
B1a11	State HOPWA Program Monthly Expenditure and Reimbursement Report	Monthly	Within 10 days after the end of each month
B1a12	FTTY Report in PCFMRS	Monthly	Within 10 days after the end of each month
B1a13	HOPWA Client Satisfaction Surveys Min. 5% of eligible clients	Monthly	Within 10 days after the end of each month
B1a14	HOPWA Performance Chart (Attachment XXVIII)	Annual - Contract End	Annually within 10 days of end of contract
B1a15	HOPWA CAPER Excel workbook	Annual - Contract End	Annually within 20 days after the end of the contract
B1a16	Actual Leveraged Non-HOPWA Funds form (Attachment XXIX)	Annual - Contract End	Annually within 10 days of end of contract
B1a17	Compliance with Data Security and Confidentiality requirements	Ongoing	N/A
B1a18	Schedule of planned local holidays	Annual - Start Up	Within 20 days of contract execution and renewal
C.5.a	Submit budget and budget narrative for approval	Annual	By April 15
D.6.	Proof of HOPWA training completion	Start up	Within 90 days of contract execution and upon hire of new staff
1.C.6.e.	Attachment VI - Annual Compensation Report	Annual	January 31 of each contract year