



## MEMORANDUM

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Date: April 1, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

CC: Patrick Wright, Growth Management Director

From: Tina Burns, Community Development Program Manager

Subject: **File ID 26-5094** Approving the administrative agreement between the City of Key West, Florida (Grantee) and A. H. of Monroe, Inc. (Sponsor) reference U.S. HUD HOPWA Grant #FL-H250021;

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### **Introduction**

This is a request to approve the attached Administrative Agreement with A.H. of Monroe County, Inc. (A.H. Monroe) as the Sponsor for the implementation of the (FY) 2025 Housing Opportunities for Person With Aids (HOPWA) grant.

### **Background**

The awarded U.S. Department of Housing and Urban Development (HUD) Grant #FL-H250017 provides a three-year HOPWA allocation in the amount of \$1,519,564 to benefit low-income persons and their families living with HIV/AIDS. The HOPWA program is the only Federal program dedicated to the housing needs of people living with HIV/AIDS. The City of Key West as a “Grantee” has and A.H. of Monroe County, Inc as the “Sponsor” have partnered since 1994 to apply through HUD’s competitive funding for special projects of national significance for supportive housing for individuals living with HIV/AIDS.

The City and A.H. Monroe have successfully been awarded over nine (9) grants since 1994 to provide housing supportive services in Monroe County. The current grant award will expire on March 31, 2026.

The Administrative Agreement with A.H. of Monroe County, Inc. outlines the terms of implementation, responsibilities and requirements of both the City as Grantee and A.H. of Monroe County, Inc as the Sponsor of the HOPWA funds. HOPWA funds are to be used for housing information services provided by AH Monroe staff, tenant-based rental assistance for eligible HOPWA clients and administrative costs for both the City of Key West and A.H. Monroe.

**Procurement**

Revenue from the grant to cover tenant-based rental assistance, housing services and administrative costs to A.H. of Monroe County, Inc are budgeted in account 1200000 3316900 (Community Development Fund Other Human Services). City staff will draw down costs from the HUD IDIS system to reimburse costs to A. H. of Monroe County, monthly as invoiced by the Sponsor.

**Recommendation**

Staff recommend the Mayor and Commission approve the resolution approving the attached Administrative Agreement with A.H. of Monroe County, Inc. (A.H. Monroe) as the Sponsor for the implementation of the (FY) 2025 Housing Opportunities for Person With Aids (HOPWA) grant authorizing the City Manager to execute any necessary documents or amendments.