

2020

west virginia  
CAD

Housing Opportunities for  
Persons with AIDS (HOPWA)

PY2020 APPLICATION FOR FUNDING

WEST VIRGINIA DEVELOPMENT OFFICE / COMMUNITY ADVANCEMENT & DEVELOPMENT  
1900 Kanawha Boulevard East, Building 3 Suite 700, Charleston, WV 25305-0311



# PY 2020 HOPWA Grant Application

If you have any questions or require assistance, please contact our office.

<b>E-mail</b>	Lee Tabor	Housing Programs Manager	<a href="mailto:lee.g.tabor@wv.gov">lee.g.tabor@wv.gov</a>
	Shelly Woda	Sustainability Unit Manager	<a href="mailto:shelly.j.woda@wv.gov">shelly.j.woda@wv.gov</a>
	Jennifer Ferrell	Director, WVCAD	<a href="mailto:jennifer.l.ferrell@wv.gov">jennifer.l.ferrell@wv.gov</a>

**Phone** (304) 558-2234

**Fax** (304) 558-2246

**U.S. Mail** West Virginia Community Advancement and Development (WVCAD)  
 c/o HOPWA Grant  
 1900 Kanawha Boulevard East  
 Building 3 Suite 700  
 Charleston, West Virginia 25305-0311

Application Submission Timeline	
Application Released	July 1, 2020
Technical Assistance Call 1	July 15, 2020
Technical Assistance Call 2	July 22, 2020
Application Submittal Deadline	August 7, 2020
Notification of Approval	September 16, 2020
Grant Agreement to Subrecipients	October 1, 2020

**Federal Award Number: WVH20-F999**  
**CFDA Number: HUD 14.241**



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## Section 1: Overview

### A. INTRODUCTION

The Housing Opportunities for Persons with AIDS (HOPWA) Program, established by the AIDS Housing Opportunity Act, is the only Federal program dedicated to the housing needs of people living with HIV/AIDS. Under the HOPWA program, HUD makes grants to local communities, states, and nonprofit organizations for projects that benefit low-income persons living with HIV/AIDS and their families.

HOPWA funding is flexible and supports a wide range of eligible housing activities and support services so that subrecipients may customize programs based on community housing and service needs, special sub-populations served, and other available public and private resources. Persons living with HIV/AIDS confront unique barriers to accessing housing, care, and services. These challenges are compounded by experiences of housing discrimination, stigma, or limited local affordable housing options, and often jeopardize an individuals' chances of remaining stably housed. Research consistently shows that housing is a critical component of HIV care and prevention systems. By assisting with housing and related services, the HOPWA program helps people living with HIV/AIDS to enter housing, access and remain in care, and adhere to complex treatment regimes.

*"Stable housing made possible with HUD support provides an ideal platform for delivering a wide variety of health and social services to improve health, education and economic outcomes. Through partnerships at the federal, state and local levels, HUD will utilize its housing platform...to improve the quality of life of its residents (and) utilize HUD assistance to improve housing stability through supportive services for vulnerable populations, including the elderly, people with disabilities, homeless people, and those individuals and families at risk of becoming homeless." Promoting Partnerships to Utilize Housing as a Platform for Improving Quality of Life, HUD Notice, September 2011*

### B. PURPOSE OF PROGRAM

The purpose of the HOPWA program is to provide housing assistance and supportive services for low-income persons medically diagnosed with HIV/AIDS and their families, who are homeless, at risk of homelessness, or unstably housed. The program provides housing and other support to help the most vulnerable households with multiple health and life challenges to achieve housing stability. HOPWA supportive housing also serves as a cost-effective housing intervention that increases access to care, reduces emergency care costs, and improves life outcomes for beneficiaries.

### C. PROGRAM DESCRIPTION

1. West Virginia Community Advancement and Development (WVCAD) administers the HOPWA allocation in West Virginia as a Grantee of HUD, and in compliance with the AIDS Housing Opportunity Act and other federal requirements.

2. The HOPWA program is designed to meet the needs of the most vulnerable citizens of the State, and resources will be allocated to those applicants with the best outcomes for those they serve.
3. Program emphasis should be placed on providing adequate assessment of program participant's housing barriers with a focus on stabilizing their housing as soon as possible. The overall goal of the HOPWA program is that 80% of those assisted with HOPWA housing assistance are stably housed at the end of the program year.
4. HOPWA program participants should connect with other mainstream resources to assure the greatest impact with the least amount of HOPWA funds used.
5. All funded HOPWA subrecipients are expected to develop, with the input of each program participant, an individualized housing plan.
6. Program emphasis should be placed on successfully coordinating services for program participants so that each person served has contact with a case manager and a primary health care provider and can access and maintain medical insurance/assistance and sources of income.

#### **D. GENERAL HOPWA PROGRAM GUIDANCE**

1. The HOPWA program will be operating with monthly funding reimbursements for eligible expenses under the grant. Applicants that are awarded HOPWA funding are expected to request a reimbursement of funds monthly, based on prior month's eligible expenses.
2. Housing-related costs should be at least 60% of the applicant's budget.
3. Administration costs cannot be greater than 7% of the combined activities budget.
4. A program participant's HIV status diagnosis must be made by a health professional competent to make such a determination and documented in the participant's file.
5. A program participant's income must be documented. Program participant's income must be at or below 80% of the current AMI.
6. All facilities and housing units where program participants are housed with HOPWA assistance must meet basic habitability standards in accordance with 24 CFR 574.310 (b)(2). This documentation must be included in all program participants' files. STRMU does not require this documentation.
7. Unallowable costs include personal items such as clothing; property taxes and condominium fees (except when they are included in the mortgage payment); furniture (except for facility-based housing funded under facility operations); grooming; personal vehicle maintenance and repairs; financial assistance and consumer credit payments; entertainment activities; pets; and other non-housing related costs.

8. Fair Housing Requirements:
  - a. The applicant must conduct business and provide emergency housing from a barrier-free facility, or make a reasonable accommodation for persons with impaired mobility;
  - b. Maintain and continuously update a listing of Fair Housing Resources and place the fair housing logo on all materials relating to their housing programs;
  - c. Designate an individual as the fair housing contact person who will be available during business hours;
  - d. Maintain a running log to record fair housing issues, complaints and distribution of fair housing materials per program requirements;
  - e. Respond to all fair housing issues and/or complaints in accordance with program requirements.

## **E. GENERAL GOALS AND OBJECTIVES**

1. WVCAD expects all applicants to structure programs using a targeted approach which facilitates coordination with all local, state, and federal programs to strengthen both program participants and the HOPWA program. Applicants must demonstrate collaboration with the community and other HOPWA providers providing services in the same geographical area, if applicable. Utilizing coordinated entry and communication with the Continuum of Care and Ryan White Foundation are strongly encouraged.
2. All successful applicants must:
  - a. Clearly state the need for services in the area served and provide data to support the need. (HMIS data on outcomes, numbers served in the past year in similar programs, wait list data, and unmet need).
  - b. Provide housing assistance and appropriate support services to enable low-income individuals with HIV/AIDS to remain in their homes and to reduce their risks of homelessness.
  - c. Improve access to healthcare and other supportive services for individuals with HIV/AIDS.
  - d. Comply with all requirements in their subrecipient agreements and federal requirements outlined in 24 CFR 574 (HOPWA program regulations), 24 CFR Part 5, and 2 CFR Part 200, as well as all grantee-established written HOPWA program standards.
  - e. Input minimum HUD Universal Data Elements and any other data elements required for Coordinated Entry management for HOPWA assisted households in the statewide HMIS system with all user standards, including data quality, timeliness, and privacy protections.
  - f. Inputting Data Agencies participating in the HMIS must meet the minimum data entry requirements established by the HUD Standards (HUD Universal Data Elements). Data should be entered into the system "live" with the client, or within 3 business days (72 hours) of last contact with client.

## Section 2: Award Information

### A. FUNDING AVAILABILITY

1. Grant Agreements will be awarded on a competitive basis following evaluation of all eligible applications per the rating factors described in *Section 4: Submission and Review*. WVCAD anticipates multiple awards to be made with this funding. Estimated total funding available for this project is approximately \$577,362.
2. The period of performance is October 1, 2020 through September 30, 2021
3. Applicants may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a legal agreement with WVCAD, or receipt of a letter to proceed. Pre-award costs are not allowable.

## Section 3: Eligibility Information

### A. ELIGIBLE APPLICANTS

1. Nonprofit agencies are eligible applicants for HOPWA funding and are referred to as “Sub-recipients”, where funding is received directly from WVCAD.
2. Every entity that receives federal funds has fiduciary and contractual obligations to:
  - a. Use federal funds to provide the allowable services;
  - b. Track those funds and expenditures in compliance with federal grant requirements; and
  - c. Have in place an adequate financial system supported by robust internal controls and financial oversight.
3. Eligible applicants must be:
  - a. A non-profit 501(c)(3) and current on 990 filings. Applicants with outstanding audit finding, IRS findings or other federal or state non-compliance issues, are not eligible to apply;
  - b. Comply with HOPWA guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws;
  - c. Have established accounting practices including internal controls, fiscal accounting procedures and cost allocation plans, and can track agency and program expense by revenue source;
  - d. Submit, as part of this application, the applicant’s and project sponsors’ West Virginia Business License and IRS 501(c)(3) determination letter;
  - e. Demonstrate prior experience serving individuals and families with HIV/AIDS and those at-risk of, or currently experiencing homelessness; and
  - f. Certify that they will fully utilize the Homelessness Management Information System (HMIS).

## B. ELIGIBLE ACTIVITIES

- Eligible activities are intentionally focused on housing—either financial assistance to help pay for housing, or services designed to keep people in housing or obtain housing. This assistance is *not* intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive services needs of households that affect housing stability. Rather, assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping participants develop a plan for preventing future housing instability. See the following for guidance on eligible HOPWA activities:
- Federal Code references below
- HOPWA Grantee Oversight Resource Book (all activities),  
[https://www.hudexchange.info/resources/documents/HOPWAOversightGuide\\_Aug2010.pdf](https://www.hudexchange.info/resources/documents/HOPWAOversightGuide_Aug2010.pdf)
- Tenant-Based Rental Assistance: HOPWA Rental Assistance Guidebook,  
<https://www.hudexchange.info/resources/documents/HOPWARentalAssistanceGuidebook.pdf>
- Short-Term Rent, Mortgage, and Utilities: HOPWA STRMU Guidebook,  
<https://www.hudexchange.info/resources/documents/HOPWA-STRMU-Assistance.pdf>

**Operations (for Community Residences):** *See 24 CFR 576.340* A community residence is a multi-unit residence designed for eligible persons to provide a lower cost residential alternative to institutional care; to prevent or delay the need for such care; to provide a permanent or transitional residential setting with appropriate services to enhance the quality of life for those who are unable to live independently; and to enable such persons to participate as fully as possible in community life. Operation activities may include:

- 1) Maintenance,
- 2) Security,
- 3) Insurance,
- 4) Utilities,
- 5) Furnishings,
- 6) Equipment,
- 7) Supplies, and
- 8) Other incidental costs.

If HOPWA is used for operations of a community residence or any other facility-based housing, the following additional standards apply:

- The amount of grant funds used to pay monthly assistance of an eligible person may not exceed the difference between the lower of the rent standard or reasonable rent for the unit and the resident's rent payment calculated under *24 CFR 574.310(d)*;



- Assisted housing must conform with habitability standards laid out in 574.310(b). Compliance must be documented on at least an annual basis;
- Supportive services should be available to all program participants;
- Everyone assisted may receive case management services from appropriate social service agencies;
- All assisted units will comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and the Fire Administration Authorization Act of 1992;
- No fee, except for rent (as calculated above), will be charged for any eligible person.

**Short-Term Rent, Mortgage, and Utility (STRMU):** See 24 CFR 574.330. The goal of STRMU assistance under the HOPWA program is to provide short-term, stabilizing interventions to HOPWA eligible households experiencing a financial crisis because of their HIV/AIDS health condition or a change in their economic circumstances. STRMU assistance is a preventive housing intervention intended to reduce the risks of homelessness, and when utilized together with other HOPWA efforts, including access to health care services, case management, benefits counseling, and employment or vocational services, works to stabilize assisted households. STRMU includes facilities to provide temporary shelter to eligible individuals as well as rent, mortgage, and utilities payments to enable eligible individuals to remain in their own dwellings. Security deposits and first month's rent is not an eligible activity under STRMU but may be paid with Permanent Housing Placement funds. If STRMU is used, the following additional standards apply:

- 1) Rent, mortgage, and utilities payments to prevent homelessness may not be provided for a period of more than 21 weeks in any 52-week period;
- 2) Eligibility for STRMU assistance is based on need, as described above. Households must demonstrate that they do not have the resources to meet their rent, mortgage, or utility costs and that they would be at risk of homelessness in the absence of STRMU assistance;
- 3) Eligible households must be able to document direct responsibility for applicable rent, mortgage, or utility bills;
- 4) Supportive services should be available to all program participants;
- 5) Everyone assisted may receive case management services from appropriate social service agencies;
- 6) Participation in shared housing arrangements shall be voluntary.

See HUD guidance on HOPWA Short-Term Rent, Mortgage, and Utility Assistance here: <https://www.hudexchange.info/resource/4843/hopwa-short-term-rent-mortgage-and-utility-assistance/>

**Tenant Based Rental Assistance (TBRA):** See 24 CFR 574.300. TBRA funding is provided to an eligible individual and the individual selects a housing unit of their choice. If the individual moves out of the unit, the contract with the owner ends, and the individual can move with continued assistance to another unit. TBRA is portable and moves with the individual. If TBRA is used, the following additional standards apply:

- 1) The amount of grant funds used to pay monthly assistance of an eligible person may not exceed the difference between the lower of the rent standard or reasonable rent for the unit and the resident's rent payment calculated under *24 CFR 574.310(d)*;
- 2) The rent standard shall be established by the subrecipient and shall be no more than the published HUD fair market rent or the HUD-approved community-wide exception rent for the unit size. (In extraordinary circumstances, and with prior approval by WVCAD, project sponsors may increase that amount by up to 10% for up to 20% of the units assisted statewide);
- 3) The rent charged for a unit must be reasonable in relation to rent currently being charged for comparable units in the private unassisted market and must not be more than rents currently being charged by the owner for comparable unassisted units;
- 4) In a shared housing arrangement, the rent charged for an assisted family or individual shall be in relation to the size of the private space for that assisted family or individual in comparison to other private space in the shared unit, excluding common space. An assisted family or individual may be assigned a pro rata portion based on the ratio derived by dividing the number of bedrooms in their private space by the number of bedrooms in the unit;
- 5) No fee, except for rent (as calculated above), will be charged for any eligible person;
- 6) Assisted housing must conform with habitability standards laid out in 574.310(b). Compliance must be documented on at least an annual basis;
- 7) All assisted units will comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and the Fire Administration Authorization Act of 1992;
- 8) Participation in shared housing arrangements shall be voluntary.

**Housing Information:** *See 24 CFR 574.300.* Housing information activities include, but are not limited to;

- 1) Counseling, information, and referral services to assist an eligible person to locate, acquire, finance and maintain housing.
- 2) Fair housing counseling for persons who encounter discrimination while seeking housing.

**Permanent Housing Placement:** *See 24 CFR 574.300.* Eligible costs under PHP include services and financial assistance costs. Eligible PHP service costs include services or activities designed to assist individuals or families in locating suitable housing, which at a minimum would be referral to housing that is decent, safe and sanitary, subject to requirements covering other assistance programs (if applicable). PHP service costs may also include the following: providing tenant counseling; assisting households to understand leases, secure utilities, and make moving arrangements; and providing mediation services related to tenant and/or landlord issues that may arise during the leasing-up process.

Eligible PHP financial assistance costs include the following housing placement costs: application fees, related credit checks, utility hookup fees, and reasonable security deposits necessary to move persons into permanent housing. Security deposits must not exceed two months of rent and such funds shall be designated to be returned to the program.

**Support Services:** See *24 CFR 574.300*. The HOPWA program emphasizes enhanced, coordinated delivery of services to program participants using multiple funding streams such as mainstream resources for employment, income support, education, etc. Eligible support services are those that serve to help program participants maintain stable housing. Support services activities include, but are not limited to;

- 1) Adult day care and personal assistance,
- 2) Alcohol and drug abuse services,
- 3) Case management,
- 4) Child Care and other child services,
- 5) Education,
- 6) Employment assistance and training,
- 7) Health/medical/intensive care services, if approved. Note: Records must conform with *24 CFR 574.310*;
- 8) Legal services;
- 9) Life skills management (outside of case management);
- 10) Meals/nutritional services;
- 11) Mental health services;
- 12) Outreach,
- 13) Transportation.

**Administration:** Administrative costs are limited to 7% of a subrecipients combined activities budget and may be used for administrative activities such as:

- 1) Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and audit services;
- 2) Other costs for goods and services required for the administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space;
- 3) Staff salaries, wages, and related costs of staff engaged in eligible program administration activities;
- 4) Audit costs for only those pro-rated costs associated with any federal required Single Audits.

## **E. GRANT PERFORMANCE**

1. The successful applicant will enter an agreement with WVCAD for services to be performed. The term of the grant is October 1, 2020 through September 30, 2021. Dates are predicated on the availability of funds and release of funds from HUD.
2. To ensure program effectiveness and the best outcomes for program participants, WVCAD funding decisions may take into consideration performance, including but not limited to:
  - a. Progress in meeting projected program goals and outcomes
  - b. Timely and accurate HMIS reporting; and
  - c. Effective and timely use of all available resources to meet the HOPWA goals and outcomes
  - d. Quarterly reporting

**WVCAD reserves the right to terminate a grant agreement prior to the expiration of the performance period for non-compliance and/or non-performance. In that event WVCAD may solicit applications for another provider to serve the area.**

## Section 4: Submission and Review

### TIMELINES

The following is the schedule for Applicant Selection:

- Application Release July 1, 2020
- Technical Assistance Call 1 July 15, 2020
- Technical Assistance Call 2 July 22, 2020
- Application Submission Deadline August 7, 2020
- Notification of Approval September 16, 2020
- Grant Agreements to Subrecipients October 1, 2020

Applicants may submit their application at any time prior to the deadline. **All applications must be received by August 7, 2020 no later than 4:00 pm.** *Applications received after the deadline will NOT be considered for funding.*

All applications must be submitted digitally to [HOPWA@wv.gov](mailto:HOPWA@wv.gov)

WVCAD staff will respond to verify receipt of the application. If no response is received, please contact our office.

### REVIEW

1. All applications must be submitted before the deadline to be considered for review. Any application received after the deadline will not be reviewed.
2. If all applicable sections of the application are not completed, the application will not be scored.
3. All applications that meet the standards outlined in 1 and 2 will be scored and evaluated by a review team comprised of WVCAD staff and additional state partner agency representatives.
4. Each attachment is worth five (5) points.
5. Budget/Outcome forms are worth 50 points each.
6. Points may be deducted for compliance issues for applicants from previous years.

**WVCAD reserves the right to negotiate with applicants and adjust funding amounts to support all well-qualified applicant programs.**

## Section 5: Technical Assistance

### **TECHNICAL ASSISTANCE CALLS**

The West Virginia Community & Development Office will provide two technical assistance conference calls to all applicants. The call number is (877) 278-8686. When prompted, enter PIN 117558.

- July 15, 2020 at 2:00pm
- July 22, 2020 at 10:00am

### **QUESTIONS AND ANSWERS**

Housing Opportunities for Persons with AIDS (HOPWA) is a competitive grant. Two technical assistance calls will be provided to ask and answer questions in a public forum. Outside of the technical assistance calls, all questions must be submitted in writing via e-mail to [HOPWA@wv.gov](mailto:HOPWA@wv.gov). Responses to any written questions will be provided via e-mail to all agencies that have notified WVCAD of their intent to apply.

**2020 HOPWA Grant Application Checklist**  
*(Checklist must be completed and submitted with the application)*

<b>Applicant Name</b>	
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A digital copy of the application must be sent to [HOPWA@wv.gov](mailto:HOPWA@wv.gov) by August 7, 2020 no later than 4:00 p.m. The application should include this Grant Application Checklist followed by each item in the order it appears below.

**All applicants must submit the following documents:**

- Application Checklist
- Application
- Applicant Narrative
- Program Narrative
- General Administrative Narrative *(if applicable)*
- Applicant General Process Information

Attachments are to be completed by **all applicants**.

- Attachment A:** Budget Forms
- Attachment B:** Organizational Chart
- Attachment C:** Nonprofit Organization Tax Exempt Form and SAM Registration

***By submitting this application, I certify that the applicant meets all eligibility requirements.***

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*Signature of Authorized Official*

*Date*

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*Printed Name of Authorized Official/Title*

## Section 6: Application

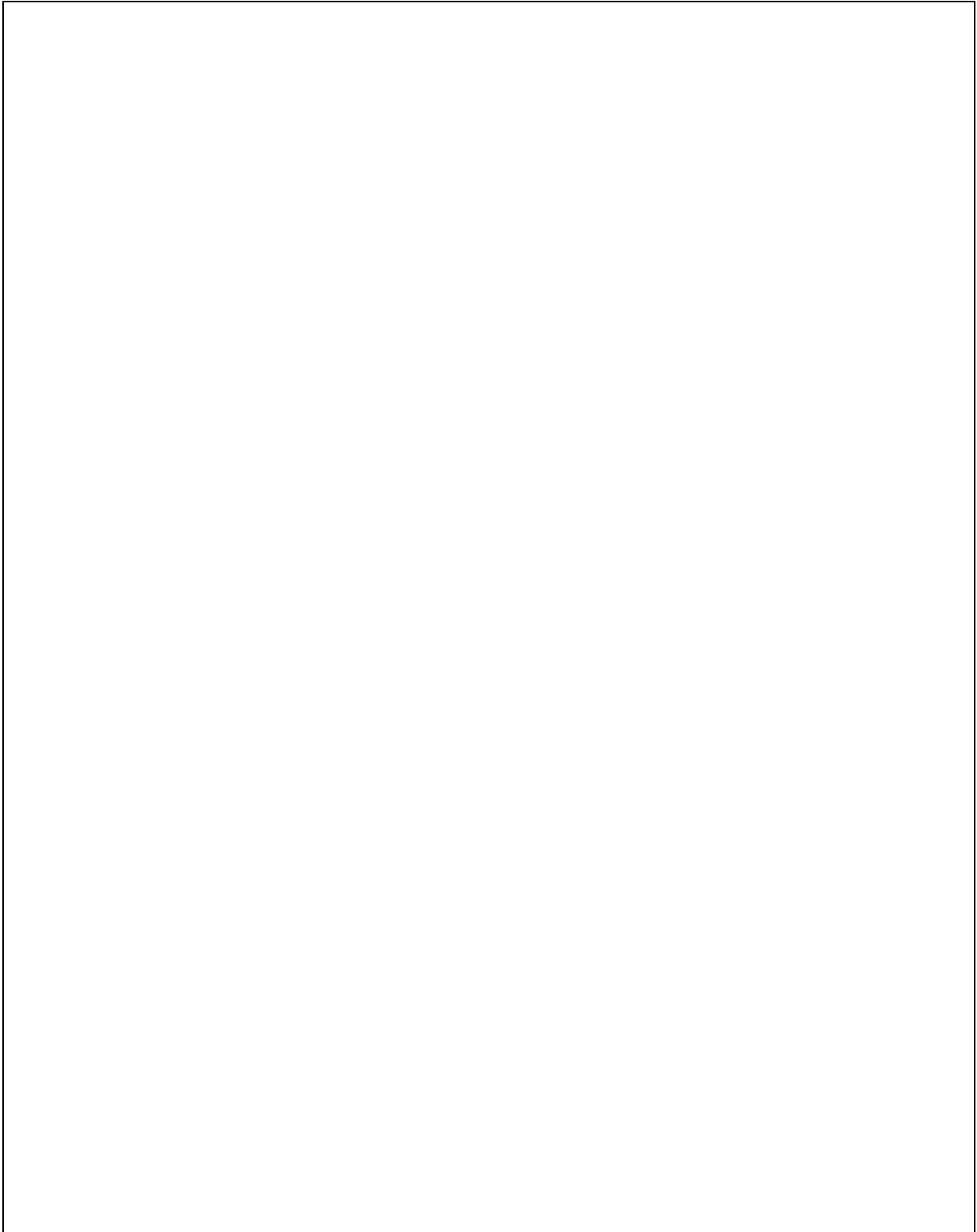
**Program Narrative** – This narrative addresses the specifics of services provided to program participants using HOPWA funding.

1. Estimate the number of eligible participants that will receive the following assistance.

<b>HOPWA Eligible Activity</b>	<b>Outputs Number of Households</b>
Tenant-Based Rental Assistance (TBRA)	
Short-Term Rent, Mortgage, and Utility Assistance (STRMU)	
Facility-Based Housing Operations	
Housing Information	
Permanent Housing Placement	
Supportive Services	

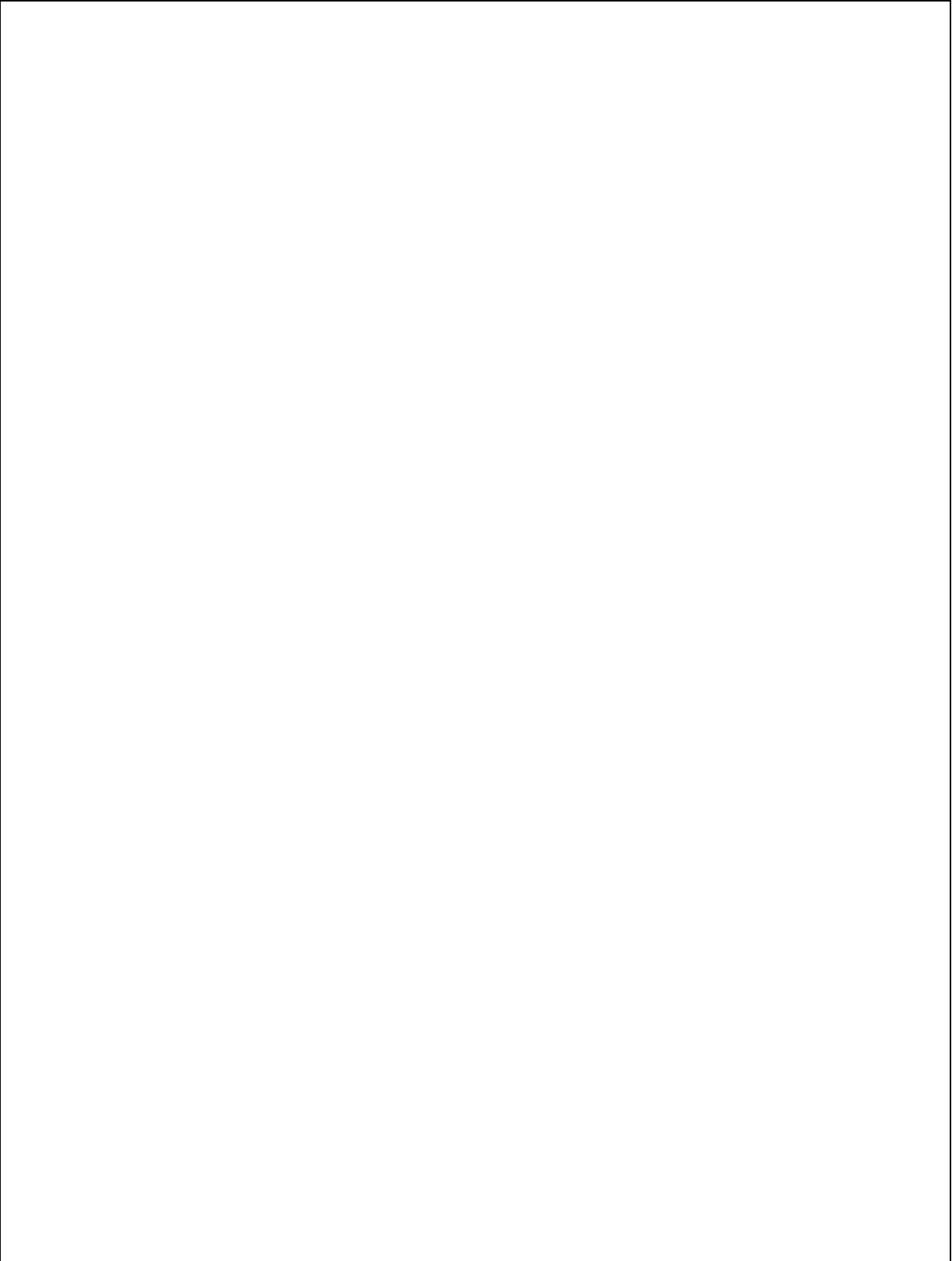
2. What is the process for determining the type of assistance for each participant?

3. What barriers exist in the applicant's community for individuals with HIV/AIDS in achieving stable housing and receiving comprehensive health care?

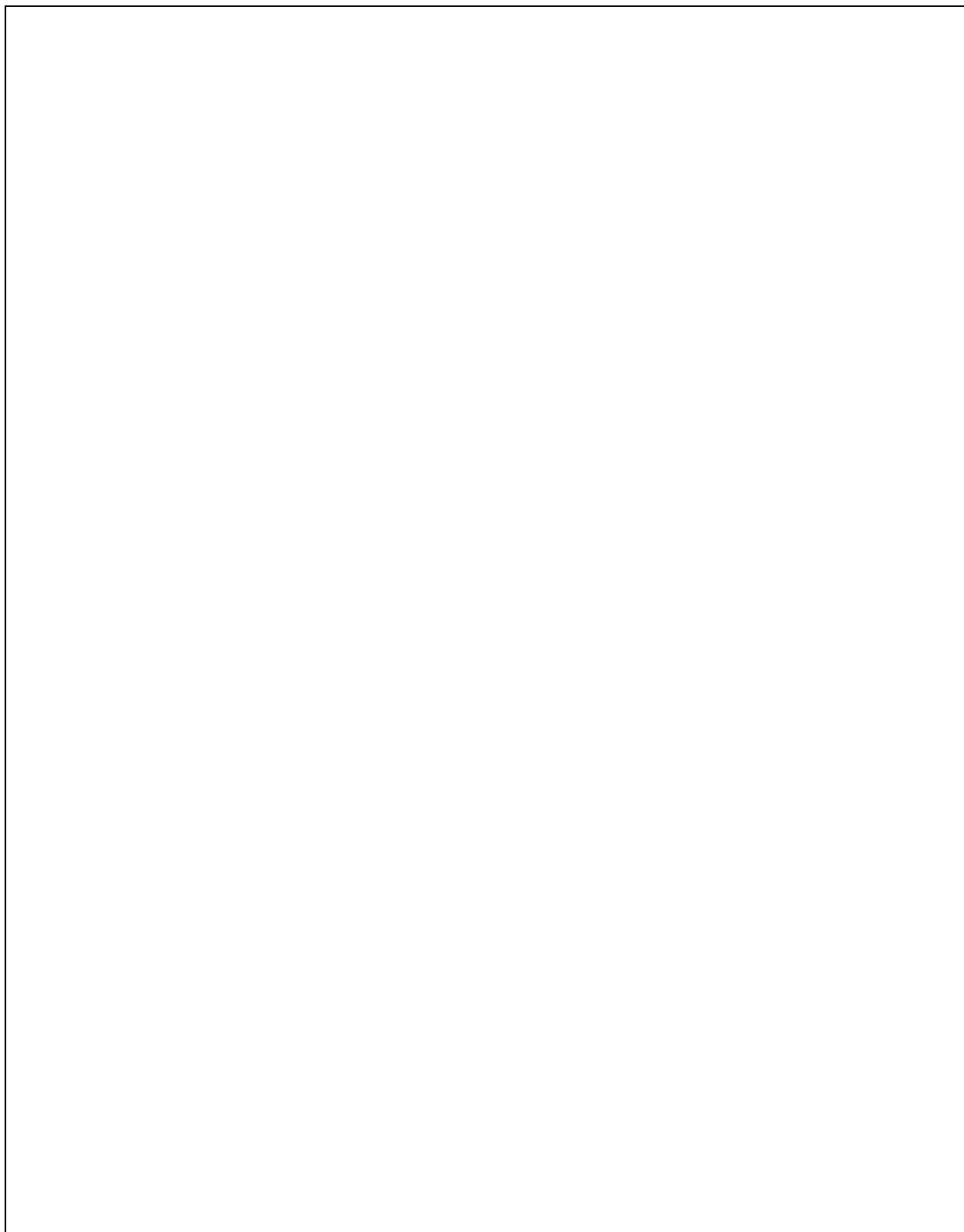
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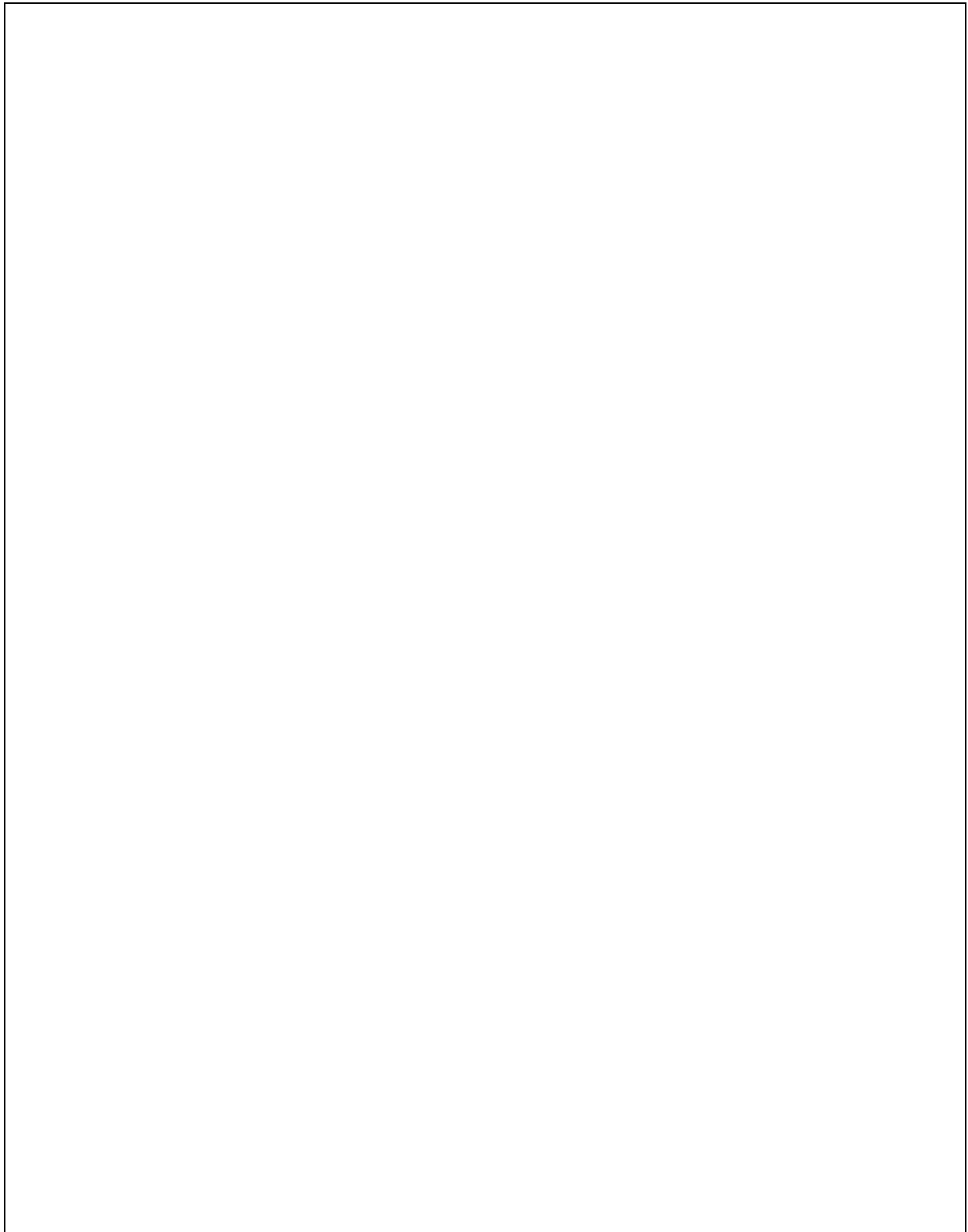
4. What actions will the applicant take to respond to those barriers?



5. What strengths does the applicant bring to address the needs of low-income individuals with HIV/AIDS and their families?

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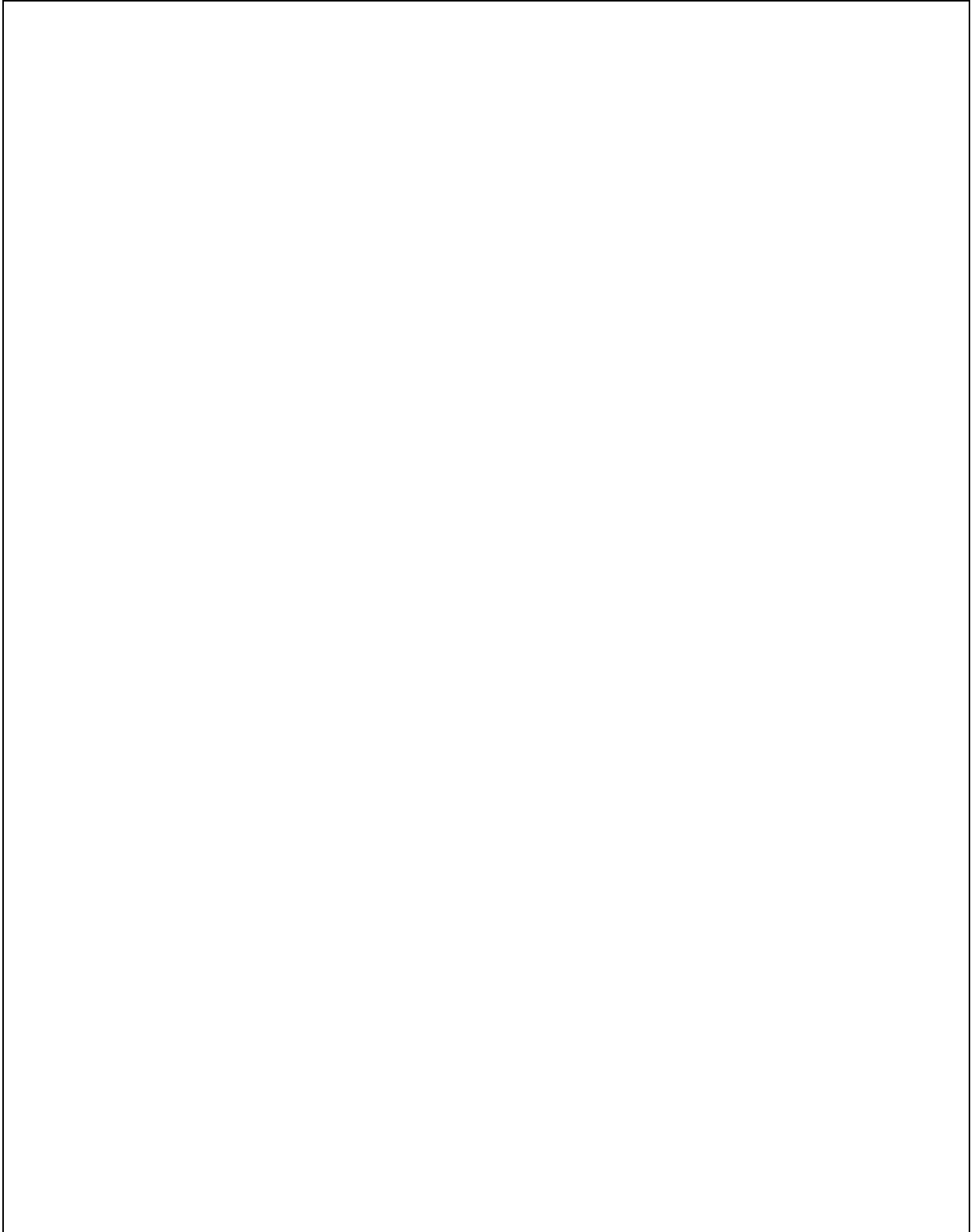
6. How will your agency use HOPWA funding to link program participants to healthcare?



7. Describe any unique supportive service or efforts provided by the applicant.

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8. Describe the applicant's participation in the centralized assessment system.

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9. How do you develop an individualized housing plan for each program participant?

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10. How do you determine homes meet habitability standards? *(TBRA and facility-based housing only)*

A. Will home visits be conducted?

Yes            No

B. If yes, how often?

### **Applicant Narrative**

All applicants must clearly address **all Items** below.

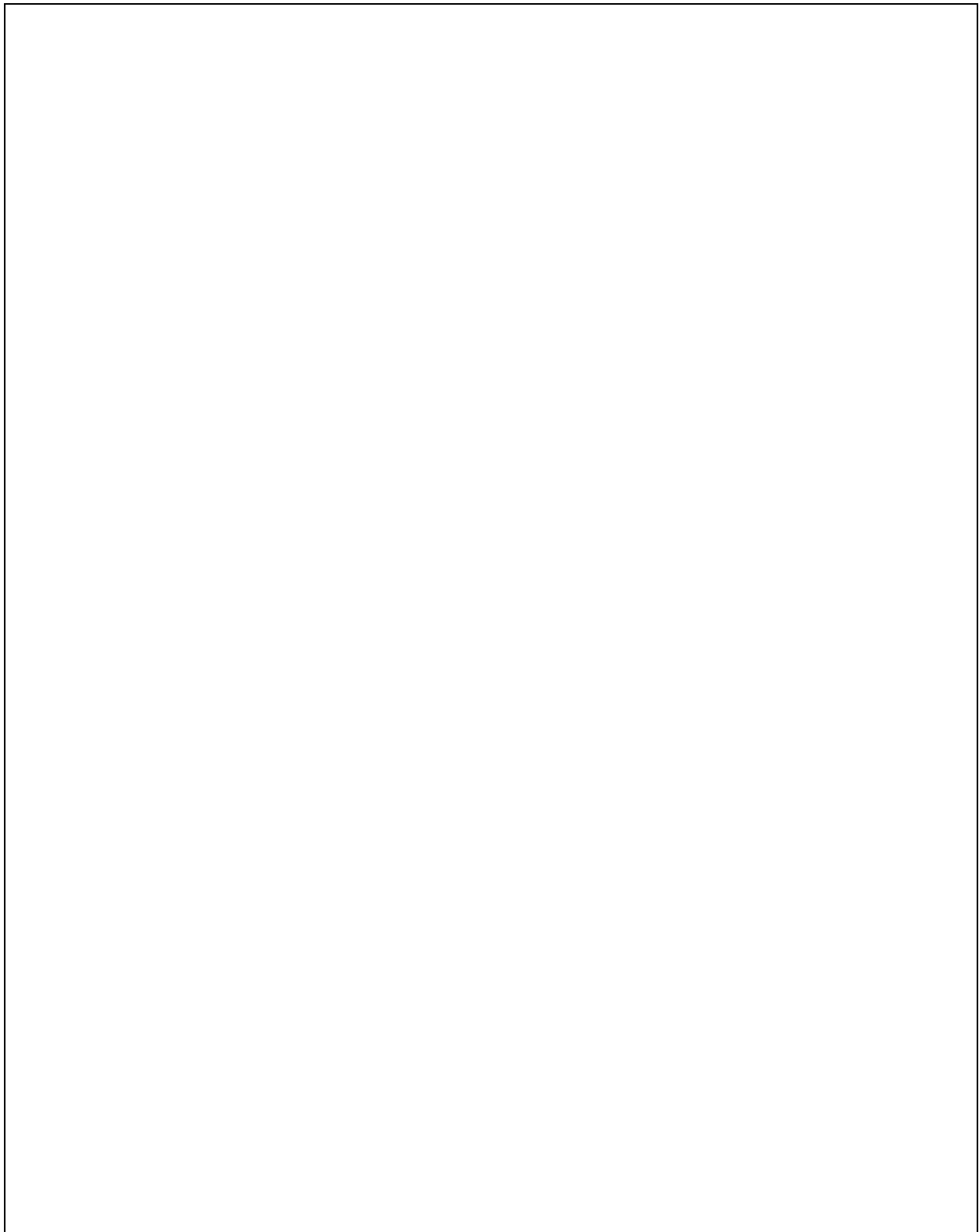
1. What is the geographic area served by the applicant?

2. What is the estimated number of persons living with AIDS in the above geographic area? Include data sources and references.

3. What is the address for the main and any satellite offices?



4. List the applicant's mission, types of programs and services currently offered and how homelessness programs fit within that mission.



5. Describe the applicant’s programmatic design and approach to participant intake, service delivery, data collection and HMIS reporting. Include all applicable service partnerships and collaborative efforts.

6. Is the organization subject to A-133 audit requirement?

Yes      No

**General Administrative Narrative**

Required for any applicants including HMIS and/or ADMINISTRATIVE funds in their budget.

This narrative addresses funding for HMIS or Administrative costs, either from federal funds, or if using those costs to meet required match. *Do not submit narratives for components you are not including in the budget.*

**1. HMIS**

- a. Briefly describe the equipment and or personnel costs associated with this request.

- b. How many HMIS positions are funded in applicant’s agency?

- c. What, if any, other funds are available to support HMIS?

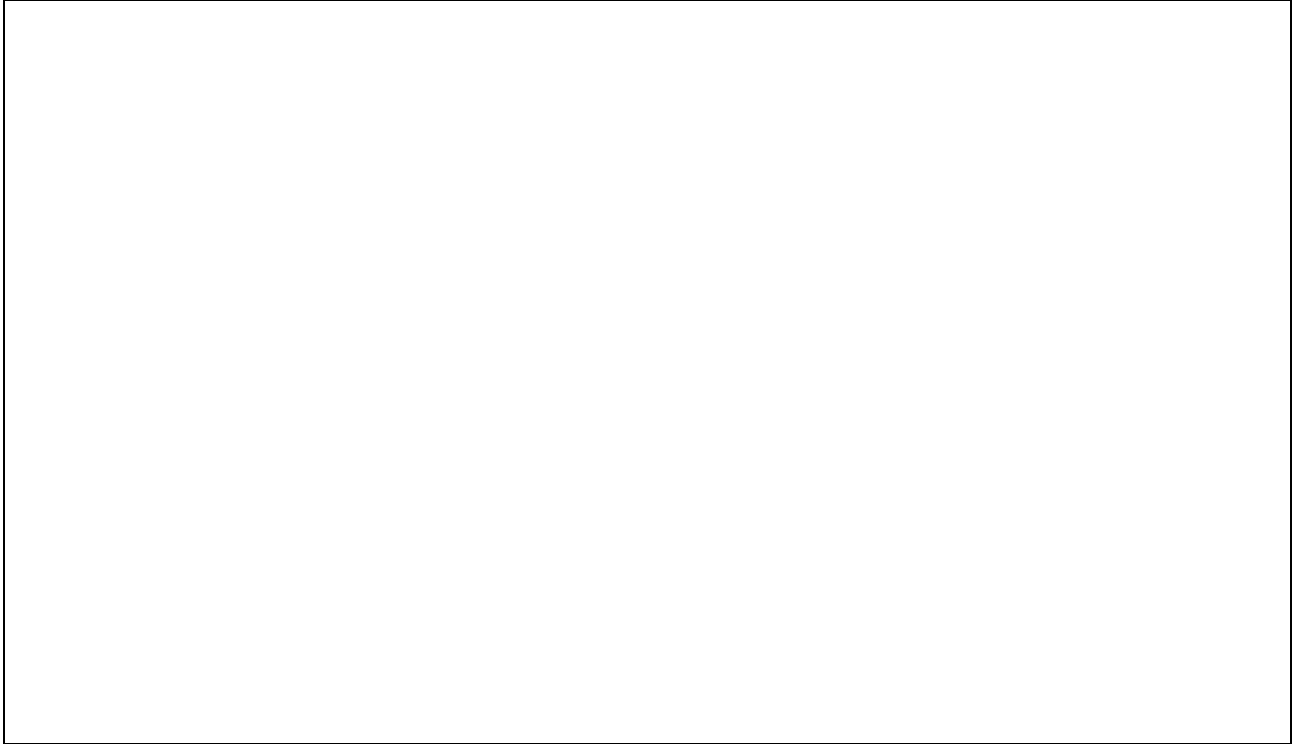
## 2. Administrative Costs

- a. Does the applicant have a federally approved Indirect Cost rate? If so, what is that rate?  
Please attach a copy of the approval letter.

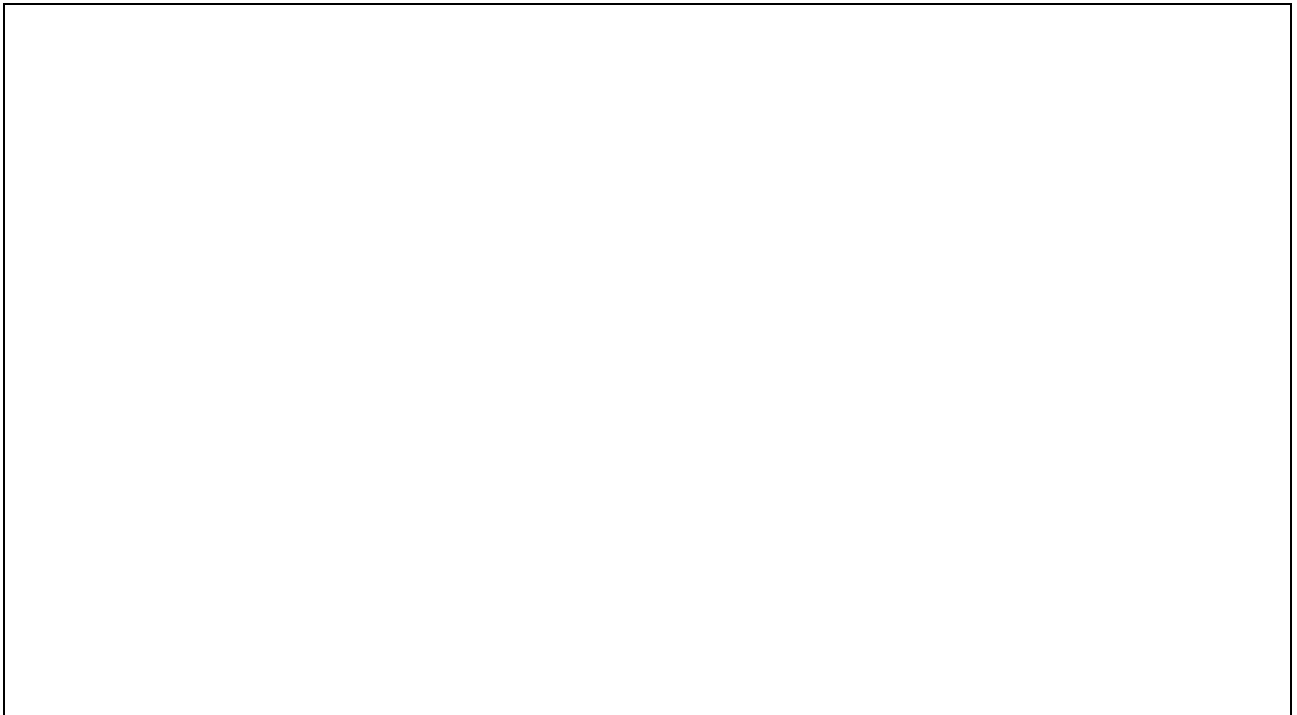
- b. What is your procedure for determining the HOPWA share of administrative costs?

## **Applicant General Process Information**

1. Describe the applicant's process for ensuring adequate data quality in the required HMIS system.



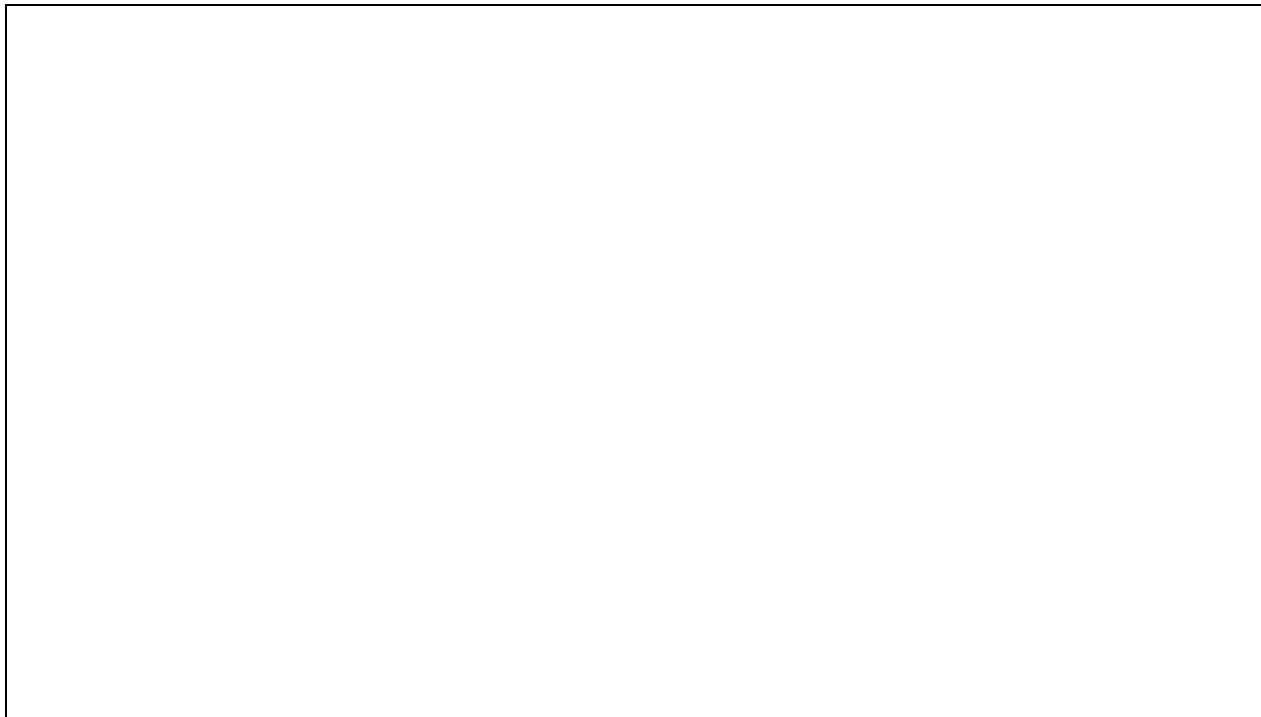
2. Describe the applicant's intake process.



3. Are intakes standardized?

Yes      No

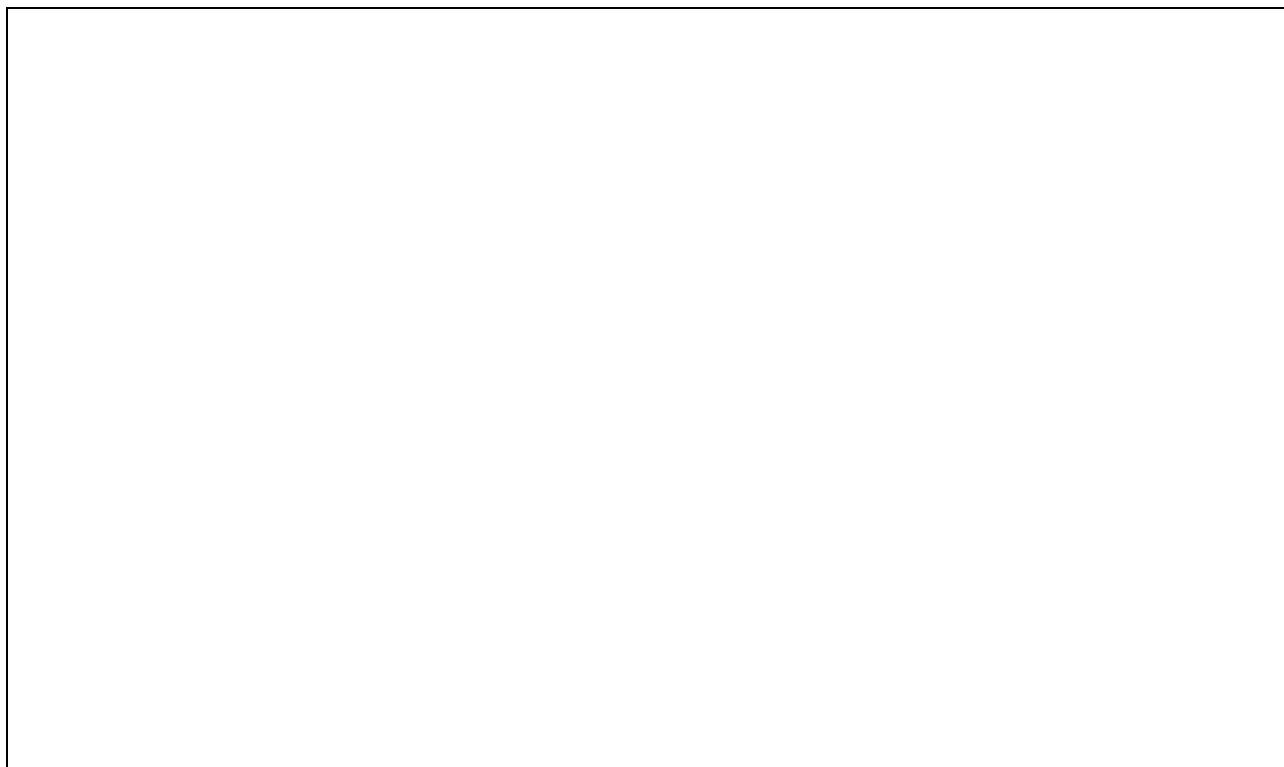
4. If no, explain.



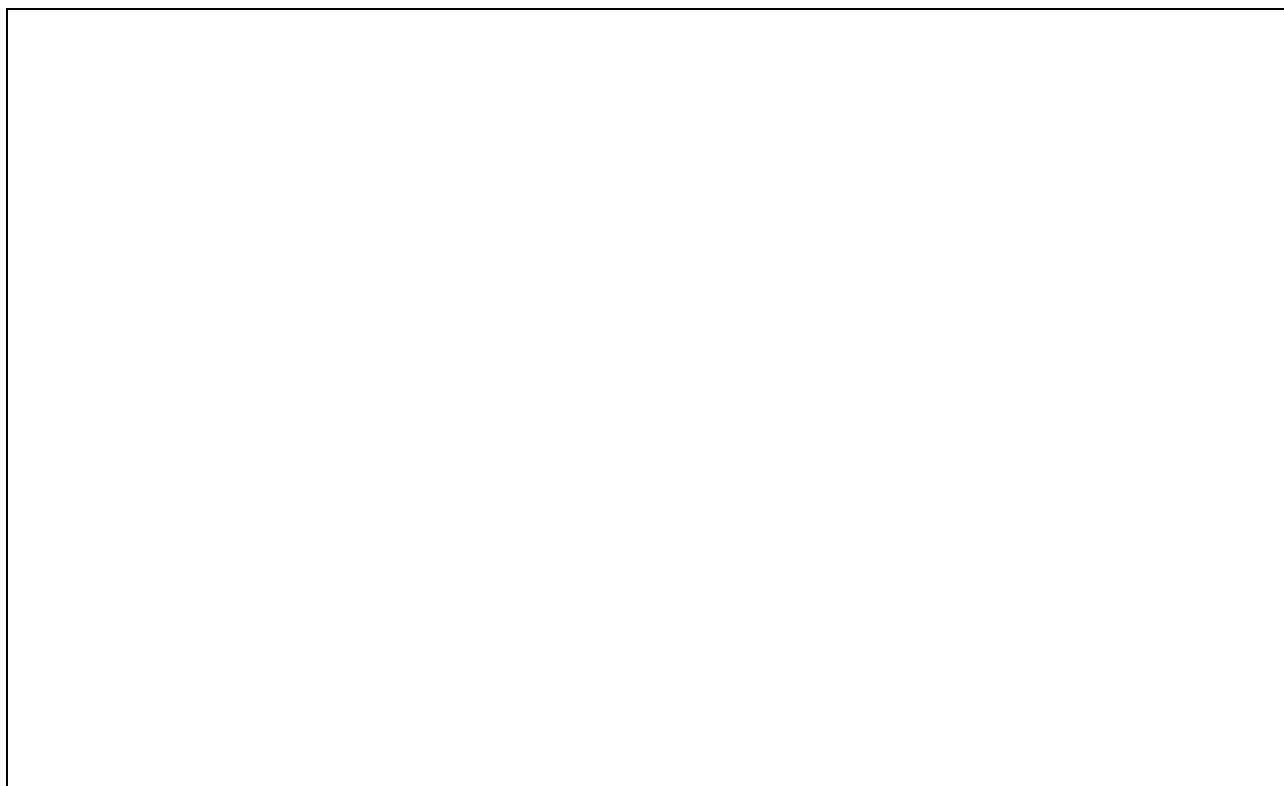
5. How does the applicant prioritize funds?



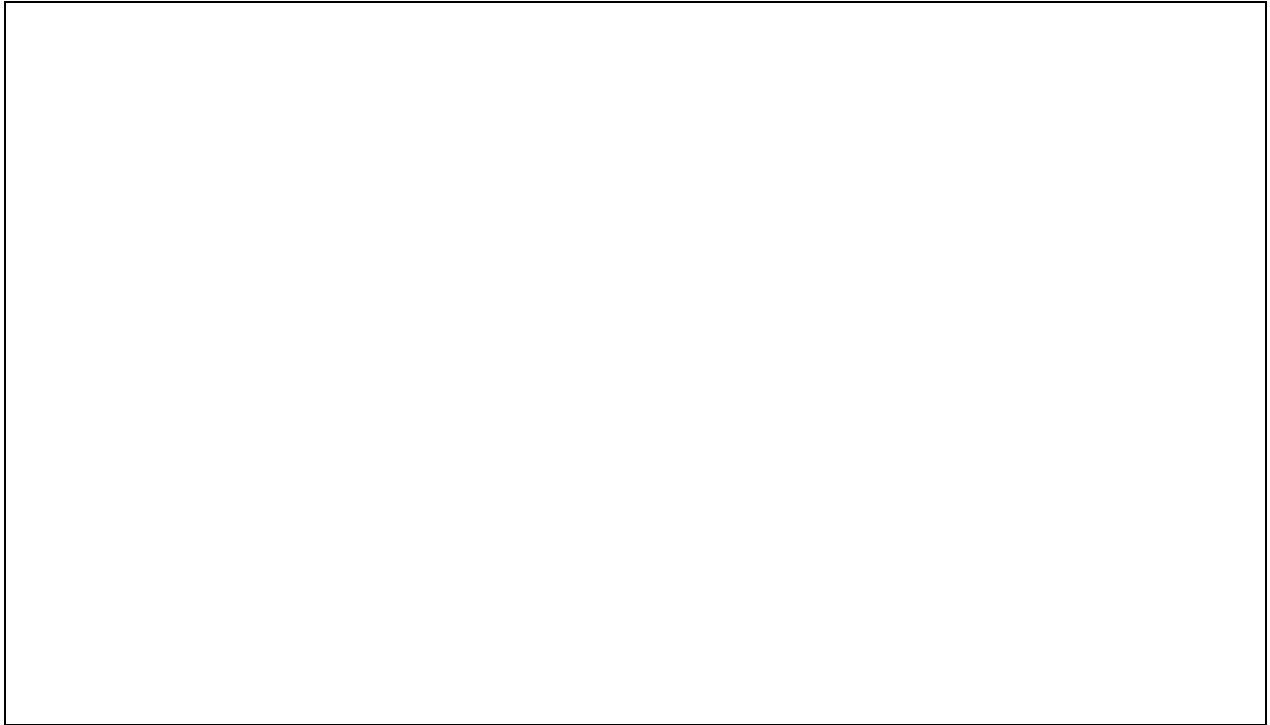
6. Describe the applicant's referral process. *Include how you will utilize CoC coordinated entry)*



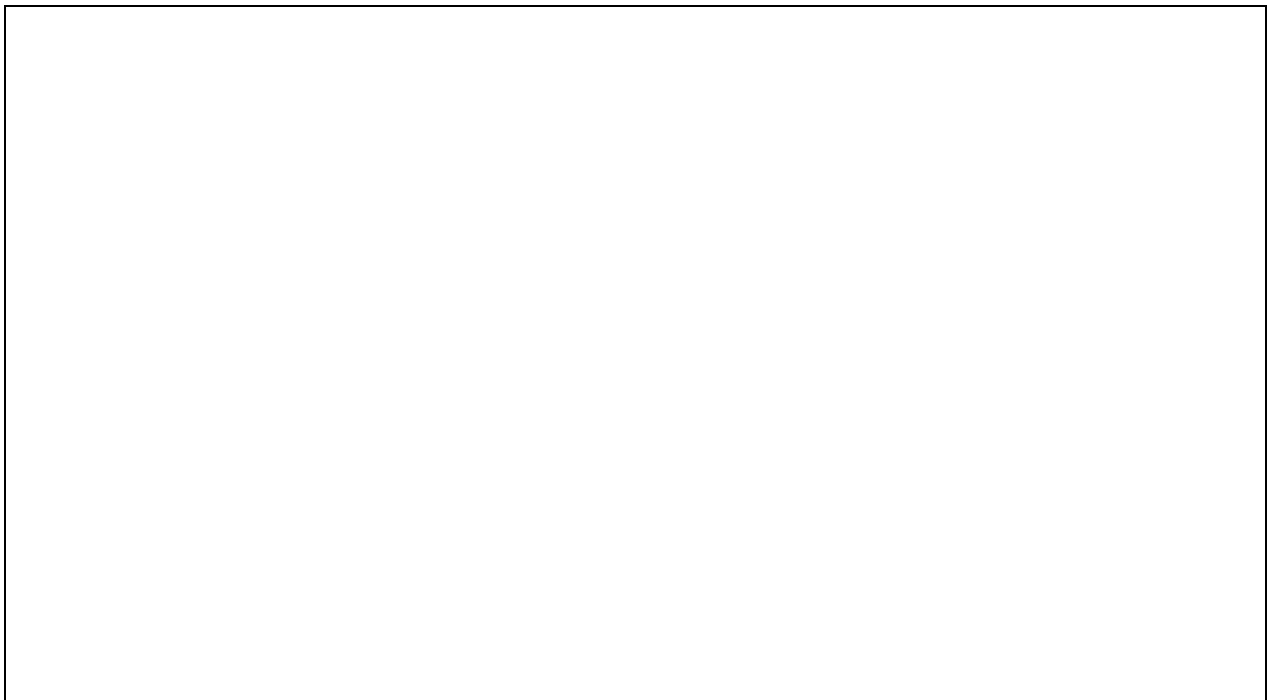
7. Describe the process for follow up.



8. Describe the network of public and private agencies with which formal collaborative agreements are in place that assist in successful outcomes participants. Include specific instances involving the Continuum of Care and the Ryan White Foundation.




9. Describe how the applicant receives and responds to feedback from participants in the program (e.g. exit interviews, internal surveys, etc.).



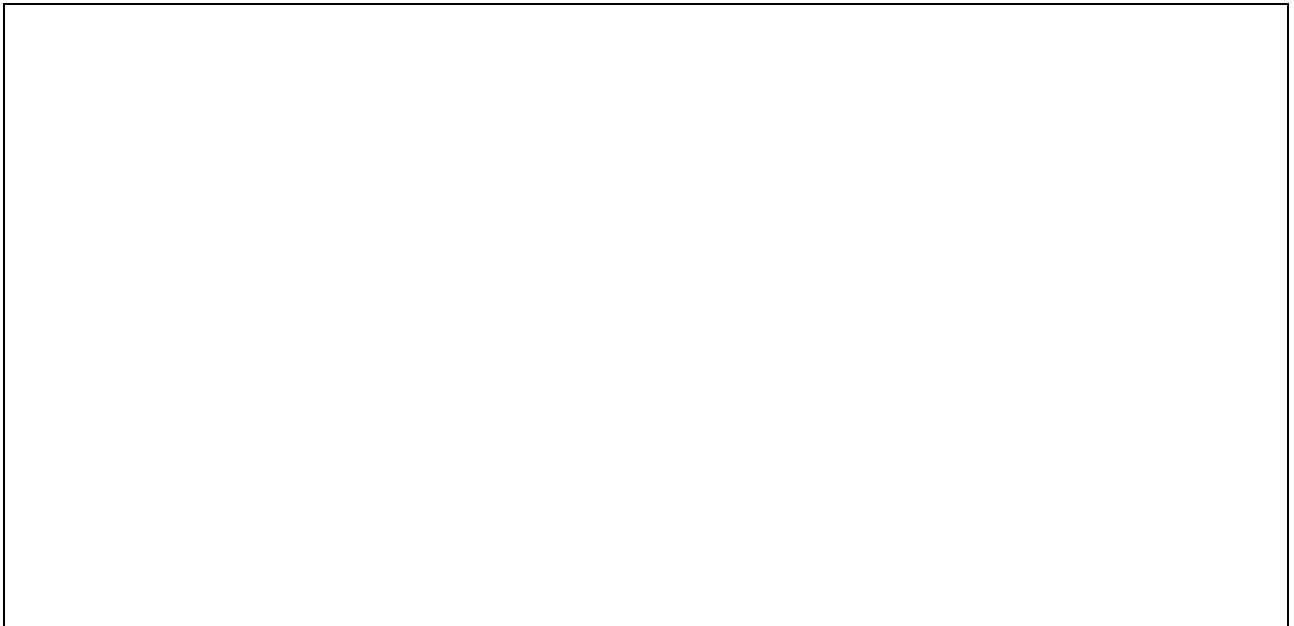


10. What is the average number of responses?

11. Describe any changes that have been made because of participant feedback.



12. Describe how the applicant tracks the program participant's housing status once assistance has ended. *(Include both process and frequency)*



## **Attachment A Budget/Outcome Form**

**Budget/Outcomes - (“Budget Attachment A Form” provided by WVCAD)** In addition to the Application, applicants must submit a detailed budget with outcomes. Please see the instructions contained within the Budget Attachment A form. Use this page as a cover page.

## **Attachment B**

# **Organizational Chart**

**General Instructions:**

Use this page as a cover page. Applicant must attach one complete copy of the applicant's most up-to-date organizational chart.

## **Attachment C**

# **Nonprofit Organization's Tax-Exempt Status and SAM Registration**

### **General Instructions:**

If applicable, use this page as a cover page and attach documentation of nonprofit Tax Exempt 501(c)(3) status and Certificate of Formation.

### **Tax-Exempt Status**

- All private nonprofit organizations must document their status as a 501(c)(3) tax-exempt entity.
- Expired advance rulings from the IRS are not acceptable.
- Local nonprofit affiliates of a state or national nonprofit may submit documentation if agency is a subsidiary of a parent organization. Local nonprofit affiliates must provide a copy of the page listing your agency as part of the larger organization in the documents filed with the IRS.

### **SAM Registration**

Submit one complete copy of the applicant's most recent SAM registration. [www.sam.gov](http://www.sam.gov)