



STATE OF WEST VIRGINIA PROGRAM
REQUEST FOR PROPOSALS
FOR
PROGRAM CYCLE 2026 - 2029

(PY26 Annual Award Performance Period: 10/01/2026 – 09/30/2027)



Funded by the U.S. Department of Housing and Urban Development

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2026-2029 WV HOPWA REQUESTS FOR PROPOSALS

SUBMISSION PROCESS DATES AND DEADLINES OF IMPORTANCE

Notice of Funding Opportunity announced	July 8, 2026
RFP process opens in wvOASIS	July 13, 2026
<u>Technical Support Webinar</u> <i>Project Proposal process overview and Q&A</i> Google Meet joining info: Video call link: https://meet.google.com/bte-whaq-ufh Or dial: (US) +1 252-491-3074 PIN: 112 086 532# <i>NOTE:</i> <i>The Technical support webinar listed above may be directly accessed by clicking on the corresponding link.</i>	July 16, 2026 at 1:30 pm
Letter of Intent to Apply is due	July 24, 2026
Full Project Proposal submissions are due <i>Including all required attachments</i>	August 14, 2026 by 11:59pm

INDIVIDUAL QUESTIONS DURING THE REQUEST FOR PROPOSALS (RFP) PROCESS MUST BE SUBMITTED VIA EMAIL TO:

HOPWA@wv.gov

(Email Subject: "HOPWA RFP Process")

Applicants may have additional questions answered or assistance provided during the technical support webinar.

HOPWA PROGRAM AND PROJECT SUMMARY

HOPWA PROGRAM DESCRIPTION

The United States Department of Housing and Urban Development (HUD), Office of Community Planning and Development (CPD) awards formula-based HOPWA program funds to the State of West Virginia to address the housing and supportive service needs of low-income individuals living with HIV/AIDS and their families.

Funds awarded under the HOPWA program to selected project sponsors are established through grant agreements executed with WV Community Advancement and Development (WVCAD), a division of the WV Department of Economic Development (WVDED) annually within the three-year program cycle. Funds will be delivered to those selected project sponsors on a monthly reimbursement basis.

Services funded by HOPWA must also ensure program funds are used as a “payor of last resort.” This means that HOPWA funds cannot be used to provide or support services reimbursable under other local, state, and/or federal programs. Successful applicants will be expected to have a process for ensuring HOPWA funds are used as payor of last resort and that they verify client eligibility based on HIV status, income, demonstrated need for services, etc.

The project sponsor shall comply with all HOPWA program requirements, as they may be amended from time to time. Such requirements consist of the Act, Regulations at 24 CFR Part 574, and other applicable program requirements, including 2 CFR part 200 (“Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”); Section 3 of the Housing and Urban Development Act of 1968 and 24 CFR part 135 (“Economic Opportunities for Low- and Very Low-Income Persons”); 31 U.S.C. 1352 and 24 CFR part 87 (“New Restrictions on Lobbying”); and the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), Pub. L. 109-282, as amended, and Appendix A to 2 CFR part 170 (“Reporting Subaward and Executive Compensation Information”).

FUNDING AVAILABILITY AND FORMULA ALLOCATION OF AWARDS

The total available funding for Program Year 2026 WV HOPWA is \$874,629.00. (PY27 and PY28 amounts within the three-year program cycle will be announced by HUD at a later date.) The total amounts of awards each year are based on a formula allocation process including those living HIV/AIDS cases within a proposed catchment area as compared to the total cases throughout the entire State. WVCAD will utilize the most up-to-date data from the WV Department of Health and Human Services. Available funds will be awarded within each qualifying activity for all selected project sponsors until fully exhausted.

PROJECT SPONSOR ELIGIBILITY CRITERIA

Applicants must be 501(c)(3) non-profit. Applicants must have experience administering housing programs with federal and/or state funds and should be familiar with Ryan White Part A and Part B, and additionally Part C which is the Ryan White clinic. HOPWA requires utilization of a grantee-approved client-level data management system for all providers. Applicants should be able to demonstrate their ability to leverage community-wide housing resources, have knowledge of and/or participation in HUD’s Continuum of Care, and be aware of additional opportunities for permanent housing. Successful applicants will demonstrate their history of working with underserved/hard-to-reach individuals with HIV/AIDS or other special populations.

Applicants not previously funded to provide HOPWA program services in PY2025 or prior must demonstrate their history of, or describe plans for, coordinating services, and cooperating with other agencies providing HIV/AIDS-related services throughout the proposal process. All programs and organizations applying for this funding must be linked with and aware of other housing providers. The capacity and ability to collaborate and coordinate with other housing programs available must also be demonstrated (i.e., Ryan White Part A and B, Shelter Plus Care, HUD Section 811 Programs, HUD Supportive Housing Program, etc.).

PROJECT PROPOSAL INFORMATION

INTRODUCTION

The WV HOPWA Request for Proposals reflects the components each applicant must address to demonstrate their expertise and capacity to successfully fulfill the objectives and deliverables associated with the provision of the following service types as defined by the United States Department of HUD:

- Tenant-Based Rental Assistance (TBRA)
- Short-Term Rent, Mortgage, and Utility Assistance (STRMU)
- Housing Information
- Permanent Housing Placement
- Supportive Services (Case Management)
- Facility-Based Housing Assistance

In order to achieve an equitable provision of services within every county in the State, it is strongly recommended applicants submit project proposals encompassing the full activity offering of the HOPWA grant program (*excluding Facility-Based Housing Assistance unless you are operating a housing facility*). In the event an applicant cannot offer every activity component, a defined efficient referral process, strong relationship with the provider, and a current Memorandum of Understanding (MOU) must be in place and submitted along with this project proposal. Proposals must be submitted following the format requirements, address each of the application components, and contain all required attachments to be considered for review.

- **The Request for Proposals (RFP) will be available in WV OASIS beginning July 13, 2026.** The RFP will also be posted to <https://wvcad.org/sustainability/hopwa>. Additionally, the RFP will be directly shared with current providers and CoC lead agencies.
- **All questions must be submitted in writing** by email to HOPWA@wv.gov (titled “**2026 HOPWA RFP**”). All questions will be responded to in writing with questions/answers provided to all interested parties having submitted their Letter of Intent to Apply.

REQUEST FOR PROPOSALS: TERMS AND CONDITIONS

The State reserves and may exercise one or more of the following terms and conditions regarding this RFP:

- To reject any and all proposals, to seek additional proposals, and/or enter into negotiations and subsequently contract with more than one applicant at any time during the process.
- To evaluate separately the individual activity components of each project proposal such as any proposed actions, product or service, and to contract with any applicant for any component.
- To cancel/withdraw this RFP without the substitution of another or alter the terms/ conditions.
- To modify specific terms and conditions in this document prior to execution.
- To renew the contract for up to two consecutive years following successful completion of the first program year.

EVALUATION CRITERIA FOR PROJECT PROPOSALS

Proposal submissions will be evaluated and selected based on the responses received to the proposal narratives, and the potential for programmatic and fiscal capacity. The RFP will undergo the following evaluation process. The rating and review panel will consist of staff members from WV Community Advancement and Development and additional industry professionals. The members of the panel will evaluate the proposal and make project selections for funding based on the responses received to the program narrative, budget, and additional WV Consolidated Plan considerations listed below.

The point breakdown in scoring for the project proposal is based on the following narrative elements as listed below for a total award of 205 points:

Capability of the Applicant

40 Points

Target Population	30 Points
Collaboration and Coordination	30 Points
Improvement and Evaluation	30 Points
Risk Assessment / Monitoring	50 Points
Reporting	25 Points

To be considered for PY26 HOPWA funding, the applicant must receive 75% of the total points possible. **Higher priority will be given to those projects that offer the totality of all HOPWA activities.** It is vitally important that all activities are offered in all counties regardless of the provider *(This consideration does not include Facility Operations unless you currently operate or plan to operate a facility for care.)*

The following may result in additional point deductions and possible disqualification:

- Untimely submissions of monthly invoicing, required reporting, or requested data.
- Any previous WVCAD monitoring findings within the past three program years, both resolved and unresolved, for applicants who have received HOPWA grant funding.
- Any official or unofficial complaints regarding the performance of the applicant program.
- Non-compliance with financial audit requirements outlined in 2 CFR Part 200.
- State Auditors Office status regarding debarment or other outstanding issues.

ALL APPLICATION REVIEW PER WV CONSOLIDATED PLAN: Additional criteria to be considered during the review, selection, and award process will include:

- Program project proposal and estimation of HIV/AIDS individuals and households served,
- The relationship to HOPWA program design objectives,
- The degree to which the project will assist HIV/AIDS individuals and households in the service area and how the applicant will use referrals and M.O.U.'s with partner organizations to assist in the accomplishment of applicant program goals,
- The cost effectiveness of each proposed program activity in comparison to the estimated number served,
- The proposed plan of the organization that includes their ability to subset funds by connecting them to additional supportive service/housing resources where HOPWA funding is last resort,
- The degree to which the project achieves state, regional, and local goals in providing stable and affordable housing and supportive services to HIV/AIDS individuals and their families,
- The readiness of the program to begin with awarded funds and the organizational and programmatic capacity to administer activities,
- The proposed outcomes and accomplishments the project is to achieve,
- Any open HOPWA awards, any past grant awards, in regard to monitoring findings, both programmatic and fiscal, and
- Any past instances in which past awarded funding has been revoked or recaptured for reallocation.

CONTENT OF PROJECT PROPOSALS

All materials submitted in accordance with this RFP will become and remain the property of the State and will not be returned. All proposals shall be considered public records but may be deemed and treated as closed or exempt; however, the material may be treated as open records. The State cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

PROJECT PROPOSAL INSTRUCTIONS:

FORMATTING REQUIREMENTS

Each proposal must be submitted in the forms A, B, and C provided. Each question within the project proposal forms is limited to the text boxes provided. Even though there are several questions to touch on, your response to each must be included within that section's narrative. Any content that exceeds the text boxes provided or has unrequested supporting documentation attached to the submission narrative response will have that content redacted which will not be reviewed or scored by the committee. Additional supporting documentation related to each narrative is only permitted when requested.

Project proposal submissions must utilize the supplied template for all responses. The entire submission of the project proposal with narratives, additional requested supporting documents, and required attachments must be saved as a PDF file and be included in one document to be uploaded to WVOASIS. The PDF version must be clear, legible, and easy to review.

The full project proposal PDF document must be submitted utilizing the WVOASIS online portal by 4:00pm on August 7, 2026.

FORM A: LETTER OF INTENT

The Letter of Intent to Apply notifies WVCAD Housing Program staff of those organizations within the State planning to apply for HOPWA. This provides the opportunity to ensure a smooth project proposal process and includes all interested organizations as part of any communications sent out regarding the process. The Letter of Intent to Apply template is attached.

The Letter of Intent to Apply is due by July 24, 2026, to HOPWA@wv.gov (titled "2026 RFP Letter of Intent"). This must be received with all information complete for applicants to be considered eligible for continuance within the project proposal process and selection for funding award.

FORM B: PROPOSED SERVICES AND OUTCOME OBJECTIVES

The Proposed Services and Outcome Objectives form describes the proposed outcome objectives, activities, and goals to be accomplished by the total number of proposed households which will be served in each HOPWA Category of service. The form also includes the total proposed funding needed to achieve the stated goals.

Quantitative goals should be based on the funds requested and subject to change relative to the amount of funds awarded considering that multiple organizations are selected to provide any given service category. As part of this form, the overall number of those households to receive assistance must be indicated within each service category. *If you do not plan to offer a specific activity, place a 0 as that activity's outcome. (NOTE: Other than facility operations, all other activities must be offered to provide equitable HOPWA activities to all qualifying program participants in every county within the State. Attachment A will be included as part of your full project proposal submission.)*

Complete the tables provided for each service category that is included within your project proposal. The outcomes are established by HUD and will not change from service category to service category. State the program related objectives and activities supportive of achieving each outcome (1-3) and state the program goal and how performance will be measured.

NOTE: The selected provider will work with WVCAD and the HOPWA program staff to finalize program outcomes and objectives in accordance with the West Virginia Consolidated Plan and additional considerations regarding existing status and environment of PLWHA within the specified catchment area.

FORM C: PROJECT NARRATIVES

Text fields are provided for each project proposal narrative's questions. Applicants are required to respond to each of the four (4) project proposal narratives and the questions held within.

The responses to the proposal narratives must not exceed the provided text fields for each question and must not include any additional content or attachments beyond the requested responses. (Detailed information regarding the required content of each the narratives is included in the form.

The project proposal narrative sections are as follows:

- **NARRATIVE ONE:** Capability of the Applicant
- **NARRATIVE TWO:** Target Population
- **NARRATIVE THREE:** Collaboration and Coordination
- **NARRATIVE FOUR:** Improvement and Evaluation

FORM D: APPLICANT INFORMATION FORM

The Application Information form must be completed, signed, and uploaded with the Proposal Submission.

FORM E: RISK ASSESSMENT QUESTIONNAIRE

Complete the Risk Assessment Questionnaire including questions regarding HOPWA, and ESG. This questionnaire will be used by both WVCAD Programs for current risk assessments completed by the state in accordance with federal requirements. The same form can be attached to both applications if applicable.

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Applicants must submit a complete project proposal packet including the HOPWA Project Proposal Checklist and all required attachments (listed below) electronically using the WVOASIS Vendor Self Service (VSS) online portal at <http://www.wvoasis.gov> before the deadline of August 14, 2026 by 4:00pm. This packet must include all required items, forms, and attachments listed within the Project Proposal Content Checklist (located within the Project Proposal Packet). The full packet and required attachments must be incorporated into one PDF document and submitted as such and is clear and legible which follows the formatting guidelines as previously listed.

(Applicant organizations must be registered as a vendor with the state of WV and have access to the WVOASIS Vendor Self Service portal to complete the application submission process. If not currently registered as a vendor and need to do so, [CLICK HERE](#) for assistance.)

HOPWA PROJECT PROPOSAL CHECKLIST:

PRE-SUBMISSION REQUIREMENT

- ☐ Form A: Letter of Intent

APPLICATION SUBMISSION FORMS REQUIRED

- ☐ Form B: PROPOSED SERVICES AND OUTCOME OBJECTIVES
- ☐ Form C: PROJECT NARRATIVES
- ☐ Form D: AGENCY INFORMATION FORM
- ☐ Form E: RISK ASSESSMENT QUESTIONNAIRE

SUPPLEMENTAL APPLICANT INFORMATION REQUIRED

The following documents must be submitted along with FORMS B-E to complete your project proposal.

- ☐ Organizational Chart
- ☐ List of Governing Board Members and Officers including Contact information:
- ☐ Current SAM Registration with Unique Entity Identification number acquired from www.SAM.gov.
- ☐ Evidence of 501(c)(3) status which includes the IRS Tax Determination Letter.
- ☐ Board-approved Cost Allocation Plan and Indirect Cost Rate Agreement (if applicable)
- ☐ Most recent Financial Audit. *Applicants subject to the Single Audit requirement in 2 CFR Part 200 must be in compliance with submission requirements.*