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**DEPARTMENT OF ECONOMIC DEVELOPMENT**



**WV COMMUNITY ADVANCEMENT AND DEVELOPMENT**

# **HOUSING OPPORTUNITIES FOR PERSONS WITH HIV/AIDS**

**WV HOPWA PROGRAM YEAR 2022**  
*Project Proposal and Submission Process Overview*



**WHAT IS HOPWA?**

# WHAT IS HOPWA?

The **Housing Opportunities for Persons with HIV/AIDS (HOPWA)** program is a federal formula grant program provided by the U.S. Department of Housing and Urban Development (HUD). For West Virginia, **WV Community Advancement and Development (WVCAD)** administers the grant program acting as a pass-through entity for the grant funding. ***HOPWA is the only federal grant program dedicated to those living with PLWHA.***

The **Housing Opportunities  
for Persons with HIV/AIDS (HOPWA)**

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# The **HOPWA** program

provides funding to

assist

**low-income people living with HIV/AIDS (PLWHA)** and their families access any **housing** or **supportive service needs** to create and or maintain stability in housing and continuous connections to healthcare.

**THE  
PURPOSE  
OF THESE  
FUNDS  
ARE:**

**To help PLWHA and their families acquire housing** in all forms designed to prevent homelessness including emergency housing, shared housing arrangements, apartments, single room occupancy (SRO) dwellings, and community residences.

**Provide appropriate supportive services**, as required, must be provided as part of any HOPWA assisted housing, but HOPWA funds may also be used to provide services independently of any housing activity.

A red speech bubble graphic with a white outline, containing the text 'PAYER OF LAST RESORT'. The bubble has a tail pointing downwards and to the left.

# PAYER OF LAST RESORT

Services funded by HOPWA must also ensure program funds are used as a “**payer 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.



# WHAT IS THE ELIGIBILITY CRITERIA AND REQUIREMENTS FOR PROGRAM PARTICIPANTS?

Anyone who has an **HIV/AIDS diagnosis** and **needs assistance maintaining affordable housing** may be eligible. Eligibility for the HOPWA program is determined by the total annual gross household income and family size. The household's income may not exceed 80% of the median income for the county in which it is located.

The background features a series of concentric circles in light gray, some solid and some dashed, creating a ripple effect. A prominent red speech bubble with a white outline is centered on the page, containing the text.

**WHAT HOUSING AND  
SUPPORTIVE SERVICES  
CAN THE HOPWA GRANT  
PROGRAM PROVIDE?**

*Reference 24 CFR 574.300 (b)*

# **FACILITY OPERATIONS**

- Acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services
- New construction for single room occupancy (SRO) dwellings and community residences only
- Operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs
- Community outreach and educational activities regarding HIV/AIDS or related diseases for persons residing in proximity to the community residence

*Reference 24 CFR 574.300 (b)*

# **SUPPORTIVE SERVICES**

- Health, Mental Health and Assessment
- Drug and Alcohol Abuse Treatment and Counseling
- Daycare
- Personal Assistance
- Nutritional Services
- Intensive Care
- Access to Local, State, and Federal Government Benefits and Services

*Reference 24 CFR 574.300 (b)*

# HOUSING INFORMATION

- Counseling
- Information
- Referral services to assist an eligible person to locate, acquire, finance, and maintain housing
- Fair housing guidance for eligible persons who may encounter discrimination on the basis of race, color, religion, sex, age, national origin, familial status, or handicap

*Reference 24 CFR 574.300 (b)*

# PERMANENT HOUSING PLACEMENT

## **Costs associated with locating housing:**

- Housing referral
- Tenant counseling, e.g.:
  - Understanding a residential lease and its obligations
  - Mediation of disputes

## **Costs associated with placement in housing:**

- Application fees and credit check expenses
- First month's rent and security deposit (not to exceed two months rent)
- One-time utility connection fees and processing costs

*Reference 24 CFR 574.300 (b)*

# **SHORT-TERM RENT, MORTGAGE AND UTILITY**

- Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling
- Designed to be a short-term, needs-based intervention to prevent homelessness and it must be proven that in the absence of STRMU assistance the household would be at risk of homelessness

*Reference 24 CFR 574.300 (b)*

# TENANT- BASED RENTAL ASSISTANCE

- **Project- or tenant-based** rental assistance, including assistance for shared housing arrangements
- **Housing must be safe and sanitary** compliant with all applicable state and local housing codes and licensing, and any other requirements regarding the condition of the structure and operation of the housing.



*Reference 24 CFR 574.300 (b)*

## **ADMINISTRATION**

Project sponsors **may allocate 7% of their total award for administrative costs** including, but not limited to:

- General Management of Project
- Project Oversight
- Coordination with Additional Providers
- Evaluation of Project Success
- Reporting on Eligible Activities



**WV HOPWA:**  
**PROGRAMMATIC AND**  
**FISCAL OVERVIEW**

Applicants **must be a 501(c)(3) non-profit or not-for-profit** organization registered within the State of West Virginia.

Applicants must **have experience administering housing programs with federal and state funds** and should be **familiar with Ryan White** Part A and Part B, and the Ryan White Clinic also referred to as Part C.

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** and their knowledge of and **participation in HUD's Continuum of Care** and 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.**

**WHAT DOES  
IT TAKE  
TO BE AN  
▶ APPLICANT  
AND  
PROJECT  
SPONSOR?**

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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 **participate in HUD's Continuum of Care**; and be aware of any 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.**

**WHAT DOES  
IT TAKE TO  
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APPLICANT  
AND  
PROJECT  
SPONSOR?**

Successful applicants will **demonstrate their history of working with underserved and hard-to-reach individuals with HIV/AIDS or other special populations.**

**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 **must** also be demonstrated.

**All HOPWA activities** ran by project sponsors **MUST** be **equitable, non-discriminative**, and have **zero barriers to access** the program.

**All housing and supportive services provided** to program participants **MUST** go **uninterrupted, be consistently delivered**, and also, be **100% accessible**. Any deviation from this practice may be devastating to the program participant's health and wellness.

Providers not funded for HOPWA program services in PY2021 or prior **must demonstrate their history of, or describe plans for coordinating services and cooperating with other agencies assisting those living with HIV/AIDS** throughout the narratives.

# APPLICANT & PROJECT SPONSOR REQUIREMENTS

*(continued)*

# FUNDING AVAILABILITY

The total available funding for PY22 HOPWA is **\$698,124**.

**The amount of funding awarded** to a selected project sponsor is a formula allocation method based upon the **number of living HIV/AIDS cases within their proposed catchment area as compared to the total number of residents**.

WVCAD Housing Programs 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**.

The PY22 HOPWA **minimum award amount is \$25,000** with the **maximum award being \$150,000**.

# **OBLIGATION AND EXPENDITURE OF AWARDED FUNDS**

- **The performance period for the PY22 WV HOPWA grant program is 12 months.**
- **Awarded HOPWA funding must be obligated to selected activities by the start of the program year on October 1, 2022.**
- **All grant funds must be fully expended before the program year's end on September 30, 2023.**
- **Any funds remaining at the end of the performance period will be recaptured and reallocated to another project sponsor in need of additional funding.**

# MONTHLY INVOICING PROCESS

**Monthly invoicing is due on the 10<sup>th</sup> of each month** for all grant programs reflecting the previous month's reporting period.

The invoicing submission includes the **previous month's invoice** and the **monthly detail report** (*backup summary spreadsheets detailing expenses*).

**NOTE: Late submissions will not be processed until the following month and may result in monitoring findings and reduced scoring** during the application process for funding.



To ensure **program effectiveness** and the **best outcomes** for program participants, WVCAD funding decisions will take into consideration past project sponsor performance including, but not limited to:

- Project sponsor's **progress** in meeting projected **program goals** and **outcomes**
- **Timely and accurate reporting** (required by Federal/State HOPWA programs)
- Early or on time **Invoicing submissions** received by the **deadline on the 10th** of each month
- **Past WVCAD monitoring findings** regarding fiscal and program management
- The **proper funding use** on **eligible activities** that are allowable per regs/State manual
- **Effective and timely use of all resources** to serve program participants
- Existence of any **documented verbal or written complaints** regarding program operation

**GRANT PERFORMANCE**



# RIGHT TO TERMINATE



***“WVCAD reserves the right***

*to terminate the 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.”*



**REQUEST FOR  
PROPOSALS:  
PROCESS OVERVIEW**

- **Notice of Funding Opportunity Released** for WV HOPWA PY22 Request for Proposals Process.....*July 15*
- **Technical Support Webinar #1: Project Proposal and Submission Process Overview**.....*July 26 @ 1:00pm*
- **Open Office Hours**.....*July 28 @ 1:00pm*
- **Technical Support Webinar #2: WV HOPWA Program Overview, Expectations, and Standards of Service**.....*August 2 @ 1:00pm*
- **Open Office Hours**.....*August 4 @ 1:00pm*
- **Deadline to submit by email the Letter of Intent to Apply and the Project Abstract to [HOPWA@wv.gov](mailto:HOPWA@wv.gov)**.....*August 10 @ 11:59pm*
- **Technical Support Webinar #3: Final Submission Process Review and Q&A Session**.....*August 16 @ 1:00pm*
- **Deadline to submit the full project proposal and all required attachments by upload to [WVOASIS](#)**.....*August 26 @ 4:00pm*

**DATES OF  
IMPORTANCE  
FOR THE  
REQUEST  
FOR  
PROPOSAL  
PROCESS**

# FORMATTING REQUIREMENTS

- Each narrative within the project proposal is limited to 2,000 words. Even though there are several questions to touch on, your response must address each of them listed within that section's narrative. They do not have to be in any specific order and the use of bulleted lists is allowable.
- Any content that exceeds the provided text boxes or has information attached to the submission narrative response will have that content redacted which will not be reviewed or scored by the committee.
- Narrative content that goes beyond the word limit or does not follow the formatting requirements will result in an automatic 3-point deduction from that narrative's overall score. Additional documentation of support related to each narrative is not allowed and will also not be considered during the process.

STATE OF WEST VIRGINIA  
**HOUSING OPPORTUNITIES  
FOR PERSONS WITH AIDS**

**HOPWA**

FOR  
PROGRAM YEAR 2022

*(Period of Performance: 10/01/2022 – 09/30/2023)*

**REQUEST FOR PROPOSALS**

*PROGRAM SUMMARY AND PROCESS OVERVIEW*

**HOUSING AND SUPPORTIVE SERVICES INCLUDE:**

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

*The RFP process begins and is available on WV OASIS: July 15, 2022*

*Letter of Intent to Apply & Project Abstract are due: August 10, 2022 by 11:59pm*

*RFP process closes and full proposal submission due: August 26, 2022 by 4pm*

Federal Award Number: W VH22-F999  
CFDA Number: HUD 14.241



# REQUEST FOR PROPOSALS

Includes all information regarding the Request for Project Proposal process, such as a description of the program, important dates and deadlines, eligibility criteria, allowable activities, required narratives and attachments, scoring criteria, and more.

**INFORMATIONAL PACKET,  
NO SUBMISSION REQUIRED.**



# PROJECT PROPOSAL: REQUIRED DOCUMENTS FOR RFP SUBMISSION PROCESS

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS  
PY22 WV HOPWA REQUEST FOR PROPOSALS  
LETTER OF INTENT TO APPLY**

**INSTRUCTIONS:** Complete all requested information below within the Letter of Intent to Apply. The submission of this document qualifies the applicant's project proposal for inclusion and consideration in the submission and scoring process for PY22 funding. **The Letter of Intent to Apply must be submitted by the deadline of August 10, 2022 by 11:59pm to HOPWA@wv.gov titled "RFP Process."** (NOTE: The Letter of Intent to Apply form must be completed digitally with all information typed. A handwritten signature is acceptable in the event the digital signature option is inaccessible.)

APPLICANT INFORMATION	
ORGANIZATION NAME AS LISTED WITHIN WVOASIS: _____	
MAILING ADDRESS: (include mailing address, street, city, county, state and zip code): _____	
FEDERAL TAX ID #: _____	
UEI # FROM SAM.GOV: _____	
TYPE OF ORGANIZATIONAL ENTITY (check all that apply):	
<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Hospital/Health Provider
<input type="checkbox"/> For Profit Organization	<input type="checkbox"/> State Institution of Higher Learning
<input type="checkbox"/> Community-Based Organization	<input type="checkbox"/> Substance Abuse Recovery Organization
<input type="checkbox"/> Minority Organization	<input type="checkbox"/> Private
<input type="checkbox"/> Religious-Based Organization	Other (specify): _____
PROJECT START DATE: <input type="text" value="XX/XX/XXXX"/>	PROJECT END DATE: <input type="text" value="XX/XX/XXXX"/>
PROPOSED COUNTIES TO BE SERVED BY PROJECT: <small>(List all proposed counties to be served by project.)</small>	
PROPOSED TOTAL OF FUNDING REQUESTED: \$ <input type="text" value="0.00"/>	PROJECT PROPOSAL CONTACT PERSON
SELECT ALL HOPWA ACTIVITIES TO BE INCLUDED WITHIN THE PROJECT PROPOSAL: <input type="checkbox"/> FACILITY OPERATIONS <input type="checkbox"/> SUPPORTIVE SERVICES <input type="checkbox"/> HOUSING INFORMATION <input type="checkbox"/> PERMANENT HOUSING PLACEMENT <input type="checkbox"/> TBRA <input type="checkbox"/> STRMU	Name: _____
	Title: _____
	Phone: _____
	E-mail: _____

LETTER OF INTENT TO APPLY (Due by August 10, 2022 at 11:59 pm) Page LOI-1

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS  
PY22 WV HOPWA REQUEST FOR PROPOSALS  
PROJECT ABSTRACT**


**INSTRUCTIONS:** The proposal must include a project abstract. The abstract should be an overview of the proposal and may not include any other attachments or information than that what is requested below.

*Additionally, the project abstract responses may not surpass the provided text boxes within the template. The Project Abstract must be submitted by the deadline of August 10, 2022 by 11:59pm to HOPWA@wv.gov titled "RFP Process."*

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_  
INDIVIDUAL COMPLETING PROJECT ABSTRACT: \_\_\_\_\_  
CONTACT PHONE #: \_\_\_\_\_  
CONTACT EMAIL: \_\_\_\_\_

Overview summary of the applicant organization, including the organization's mission statement.

PROJECT ABSTRACT (Due by August 10, 2022 at 11:59 pm) Page PA-1



**HOPWA**  
HOUSING OPPORTUNITIES  
FOR PERSONS WITH AIDS  
U.S. Department of Housing and Urban Development

**PROJECT PROPOSAL  
AND APPLICATION FOR FUNDING FOR  
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS  
PY22 WV HOPWA**

APPLICANT AGENCY/ORGANIZATION: \_\_\_\_\_  
CONTACT FOR PROJECT PROPOSAL: \_\_\_\_\_  
EMAIL ADDRESS/PHONE NUMBER: \_\_\_\_\_

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS**  
**PY22 WV HOPWA REQUEST FOR PROPOSALS**  
**LETTER OF INTENT TO APPLY**

**INSTRUCTIONS:** Complete all requested information below within the Letter of Intent to Apply. The submission of this document qualifies the applicant's project proposal for inclusion and consideration in the submission and scoring process for PY22 funding. **The Letter of Intent to Apply must be submitted by the deadline of August 10, 2022 by 11:59pm to [HOPWA@wv.gov](mailto:HOPWA@wv.gov) titled "RFP Process."** (NOTE: The Letter of Intent to Apply form must be completed digitally with all information typed. A handwritten signature is acceptable in the event the digital signature option is inaccessible.)

APPLICANT INFORMATION	
ORGANIZATION NAME AS LISTED WITHIN WVOASIS:	
MAILING ADDRESS: (include mailing address, street, city, county, state and zip code):	
FEDERAL TAX ID #:	
UEI # FROM SAM.GOV:	
TYPE OF ORGANIZATIONAL ENTITY (check all that apply):	
<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Hospital/Health Provider
<input type="checkbox"/> For Profit Organization	<input type="checkbox"/> State Institution of Higher Learning
<input type="checkbox"/> Community-Based Organization	<input type="checkbox"/> Substance Abuse Recovery Organization
<input type="checkbox"/> Minority Organization	<input type="checkbox"/> Private
<input type="checkbox"/> Religious-Based Organization	<input type="checkbox"/> Other (specify):
PROJECT START DATE: <input type="text" value="XX/XX/XXXX"/>	
PROJECT END DATE: <input type="text" value="XX/XX/XXXX"/>	
PROPOSED COUNTIES TO BE SERVED BY PROJECT: (List all proposed counties to be served by project.)	
PROPOSED TOTAL OF FUNDING REQUESTED: \$ <input type="text" value="0.00"/>	PROJECT PROPOSAL CONTACT PERSON
SELECT ALL HOPWA ACTIVITIES TO BE INCLUDED WITHIN THE PROJECT PROPOSAL:	Name: <input type="text"/>
<input type="checkbox"/> FACILITY OPERATIONS	Title: <input type="text"/>
<input type="checkbox"/> SUPPORTIVE SERVICES	Phone: <input type="text"/>
<input type="checkbox"/> HOUSING INFORMATION	E-mail: <input type="text"/>
<input type="checkbox"/> PERMANENT HOUSING PLACEMENT	
<input type="checkbox"/> TBRA	
<input type="checkbox"/> STRMU	

# LETTER OF INTENT TO APPLY

This allows us the knowledge of what organizations plan to apply for HOPWA; thereby providing us with the ability to adjust the process as needed to adequately review, score and award all project proposals. It also ensures all pertinent information goes to every organization planning to apply.

**DUE: AUGUST 10 BY 11:59PM**

SUBMIT TO: **HOPWA@WV.GOV**

EMAIL TITLED: **"RFP PROCESS"**



**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS**  
**PY22 WV HOPWA REQUEST FOR PROPOSALS**  
**LETTER OF INTENT TO APPLY**

**INSTRUCTIONS:** Complete all requested information below within the Letter of Intent to Apply. The submission of this document qualifies the applicant's project proposal for inclusion and consideration in the submission and scoring process for PY22 funding. **The Letter of Intent to Apply must be submitted by the deadline of August 10, 2022 by 11:59pm** to [HOPWA@wv.gov](mailto:HOPWA@wv.gov) titled **"RFP Process."** (NOTE: The Letter of Intent to Apply form must be completed digitally with all information typed. A handwritten signature is acceptable in the event the digital signature option is inaccessible.)

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TYPE OF ORGANIZATIONAL ENTITY (check all that apply):	
<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Hospital/Health Provider
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<input type="checkbox"/> HOUSING INFORMATION	E-mail: <input type="text"/>
<input type="checkbox"/> PERMANENT HOUSING PLACEMENT	
<input type="checkbox"/> TBRA	
<input type="checkbox"/> STRMU	

# PROJECT ABSTRACT

This gives us a first-hand look at what the proposed project may look like and a summary overview of the applicant organization including their mission. Additionally, it indicates existing experience in working with PLWHA and how the project will assist the population with connections to housing and supportive services.

**DUE: AUGUST 10 BY 11:59PM**

SUBMIT TO: **HOPWA@WV.GOV**

EMAIL TITLED: **"RFP PROCESS"**



**PROJECT PROPOSAL  
AND APPLICATION FOR FUNDING FOR  
*HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS  
PY22 WV HOPWA***

APPLICANT AGENCY/ORGANIZATION:

CONTACT FOR PROJECT PROPOSAL:

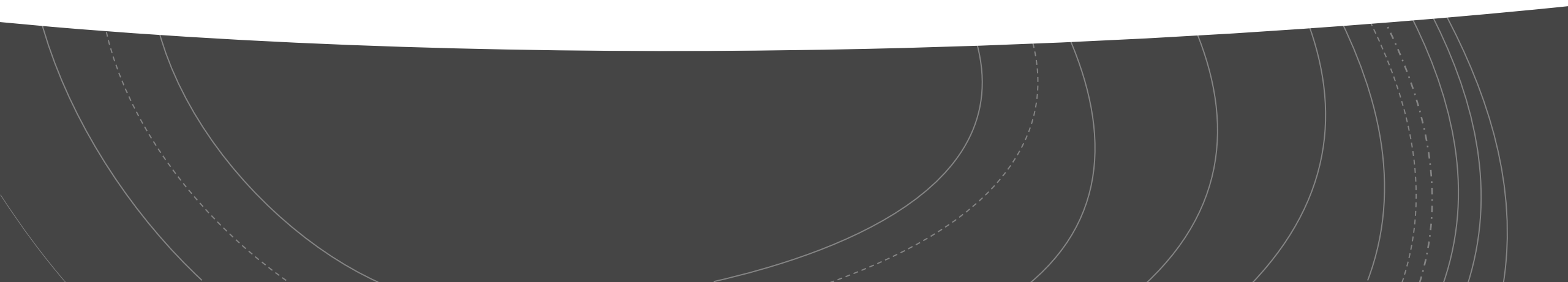
EMAIL ADDRESS/PHONE NUMBER:

# PROJECT PROPOSAL AND APPLICATION FOR FUNDING

This is the full project proposal submission which includes templates to respond to the eight required narratives, estimated outcomes and outputs, proposed program budget, and lists what attachments must be included. The narratives and attachments **must be submitted as one Adobe PDF document.**

**DUE: AUGUST 26 BEFORE 4PM**  
SUBMIT USING THE **WVOASIS VENDOR SELF  
SERVICE PORTAL**

# **DEFINING YOUR PROJECT: THE NARRATIVES**



# NARRATIVE ONE:

## CAPABILITY OF THE APPLICANT

- Describe the **agency's overall mission and scope of services**, including the program's hours of operation and hours for intake into the program. (These will be verified.) Program descriptions may be appended.
- Briefly describe **experience in providing the type of service requested** in the RFP.
- Briefly describe **the numbers, sociodemographic characteristics, and the geographic distribution of the persons served previously** in your programs.
- Describe the **organization's process to train/orientate staff and strategies to prevent staff attrition**.
- Describe the agency's **capability for collecting and reporting client data** through grantee-approved HMIS or DV comparable database.

**10 POINTS**

## NARRATIVE TWO: TARGET POPULATION

- Describe your **organization's experience working with persons living with the HIV/AIDS (PLWHA) population.**
- Describe how your **organization will assess housing needs of the PLWHA population.**
- **Identify unmet needs and barriers for carrying out this service** within your proposed catchment area.
- Describe how your **organization will address unmet needs and barriers.**

**10 POINTS**

# NARRATIVE THREE: SERVICE DELIVERY

- Describe the **service(s) to be offered through the funding** from this RFP. As part of this response, include how your organization will achieve anticipated deliverables. Clearly explain how you will document service delivery as well as ensure proper data collection/management.
- Describe the **geographic location of the proposed service(s), days, and hours when service(s) will be provided**. Explain how you will provide services to eligible clients throughout the proposed catchment area.
- Describe the **management and staffing plan of your organization and how the requested service fits into your organizational structure**. Include how many FTE(s) are requested. Provide a description of staff skills and their experience in providing services to people living with HIV/AIDS. Include an organizational chart and resumes of key staff as attachments.
- Describe **the referral process to receive service(s)**.
- Provide, as an attachment, **a flow chart illustrating the service delivery process**.
- Successful applicants will **include “touch points” demonstrating client/staff interaction, progress updates, and/or outcome assessments** from the point of referral to discharge and beyond if post service evaluations are conducted.

**20 POINTS**

# NARRATIVE FOUR: CRITICAL SERVICE DELIVERY ISSUES

Your proposal must **demonstrate the impact of how your organization has and plans to continue to respond to the following critical issues** relative to:

- **Financing of HIV/AIDS Care** – Describe the process for initial and ongoing determination of client eligibility for services. In particular, address how your agency determines that WV HOPWA funds are being used as payer of last resort and that all other payment sources for a client have been applied for, accessed, and/or exhausted.
- **Cultural and Linguistic Capacity** – Describe how service(s) will be culturally and linguistically appropriate. Include what languages your organization is able to provide to non-English speaking individuals. Describe how you will communicate with these clients. In what ways will your organization reduce issues with stigma, phobia, and denial.
- **Access to and Maintenance in Primary Care** – Demonstrate how your organization is in a position to reach clients in need of services. Additionally, how will your organization meet the unique needs of newly-diagnosed individuals and those lost to care who are returning to care. Include strategies to engage and retain clients in the Ryan White continuum of care and its supportive service programs.

**15 POINTS**



# NARRATIVE FIVE:

## COLLABORATION AND COORDINATION

- Description of **involvement in systems of HIV/AIDS care and support** within the proposed catchment area:
  - Identify **existing HIV/AIDS systems of care and support services in which your organization actively participates**. Describe the role of your organization in these systems and methods of participation.
- Description of **plans to coordinate with other providers**:
  - Describe your **plan to integrate and/or coordinate the delivery of service with other HIV services and providers**. If relationships already exist, please explain their benefit in carrying out the services of this RFP.
  - Describe the **linkage and/or cooperative agreements** which place your organization in a position to **accept referrals to your program, obtain outcome measures from care providers** to document progress in meeting outcome objectives, and the feedback to case management regarding client access to services.

**15 POINTS**



## NARRATIVE SIX: IMPROVEMENT AND EVALUATION

- Describe the agency's **evaluation/improvement efforts**; including plans to evaluate, monitor, and adjust delivery of program services to ensure quality services provided to PLWHA.
- Provide the **HOPWA outcome indicators** to be used and how they will be assessed.
- Describe the **staff involved in the evaluation/improvement process**.
- Explain how **PLWHA will be included in the evaluation and improvement process**.

**10 POINTS**

# NARRATIVE SEVEN: HIV IDU CLUSTER RESPONSE

- What can **your organization do and what other organizations can you work with** to participate in the effort to identify such clusters within your catchment area?
- How will your organization not **only educate the population at risk**, but also **communicate the health risk for local community members**? (Community exposure and spread within this group is highly likely and easily a high-risk situation.)
- **Connections to a healthcare provider and consistent attendance at appointments and checkups** are critical, along with **taking the daily prescribed medications** to remain healthy with **the ultimate goal of becoming undetectable**. How can your organization participate in these efforts? What can you do to ensure this goal is met?
- **Housing is critical in being med compliant and staying healthy**. What housing provisions exist, or can your organization put in place to move HIV IDU cluster individuals off the street quickly and into safer and more sanitary living conditions?
- How does your organization **combat any stigma associated with the HIV IDU cluster and assist these individuals in gaining access to care**? (Please address existing stigma among the local government, community members, health providers, and the HIV IDU cluster population itself, if applicable.)
- For those **individuals refusing access to healthcare or supportive services** through HOPWA or other programs, how will your organization address this?

**10 POINTS**

# NARRATIVE EIGHT: BUDGET AND FINANCIAL DATA

Develop and submit the **service category budget that includes at a minimum the budget lines listed below**. A budget narrative for each budget line should be included ensuring the level of detail required by the type of item funded.

- **Personnel Costs:** Personnel costs should be explained by listing each staff member who will be supported from funds, their name (if possible), position title, percent full-time equivalency, and annual salary.
- **Fringe Benefits:** List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plan, and tuition reimbursement.
- **Travel:** Travel costs should be broken out based on whether they are local or long distance. For local travel, the mileage rate, number of miles, reason for travel (e.g., staff training, client visits, etc.), and staff members/others completing the travel should be outlined. Long distance travel is limited to HUD-sponsored meetings.
- **Equipment:** List equipment costs and describe why they are needed to carry out the program's goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of computers and furniture items that meet the definition of equipment.
- **Supplies:** List items the project will use and be sure to separate office supplies from medical and educational purchases. Office supplies include paper, pens, and the like. Medical supplies include syringes, blood tubes, plastic gloves, etc. Educational supplies would include pamphlets and educational videotapes, for example.
- **Service Category Specific Cost by Budget Line Item:** All costs that do not fit into the previous categories should be here. This includes allowable costs for each service category e.g., Tenant-Based Rental Assistance – Subsidy Payments.
- **Administrative:** Administrative as defined by HOPWA include: "costs for general management, oversight, coordination, evaluation, and reporting on eligible activities" (reference the HOPWA Grantee Oversight Resource Guide). In developing your budget, keep in mind that administrative charges may not exceed 7% of the award amount. The varying allowable sub-activities and components of administrative costs must also be explained in the narrative.

**10 POINTS**

# EVALUATION CRITERIA FOR THE **PROJECT PROPOSAL SCORING PROCESS**

Proposal submissions will be evaluated and selected based on the responses received to the project abstract, 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 project abstract, 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 of 100 points:

**Capability of the Applicant 10 Points**

**Target Population 10 Points**

**Service Delivery 20 Points**

**Critical Service Delivery Issues 15 points**

**Collaboration and Coordination 15 Points**

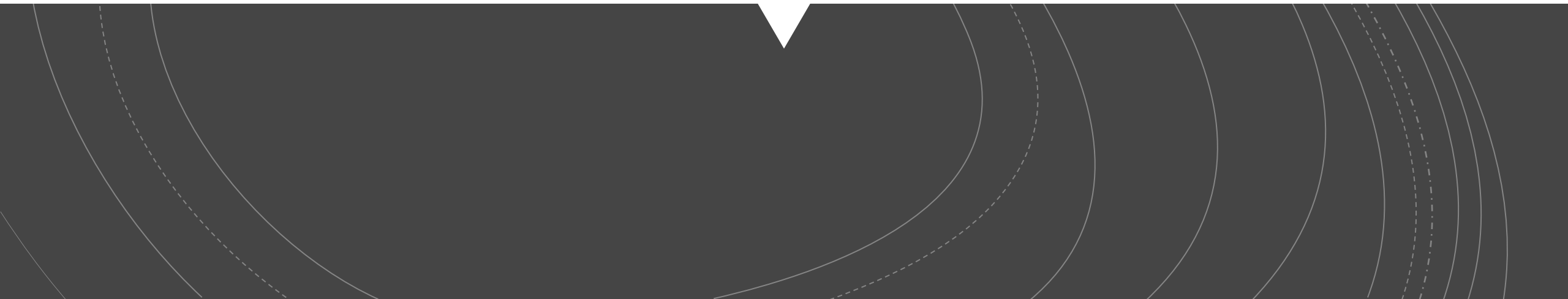
**Improvement and Evaluation 10 Points**

**HIV IDU Cluster Response 10 Points**

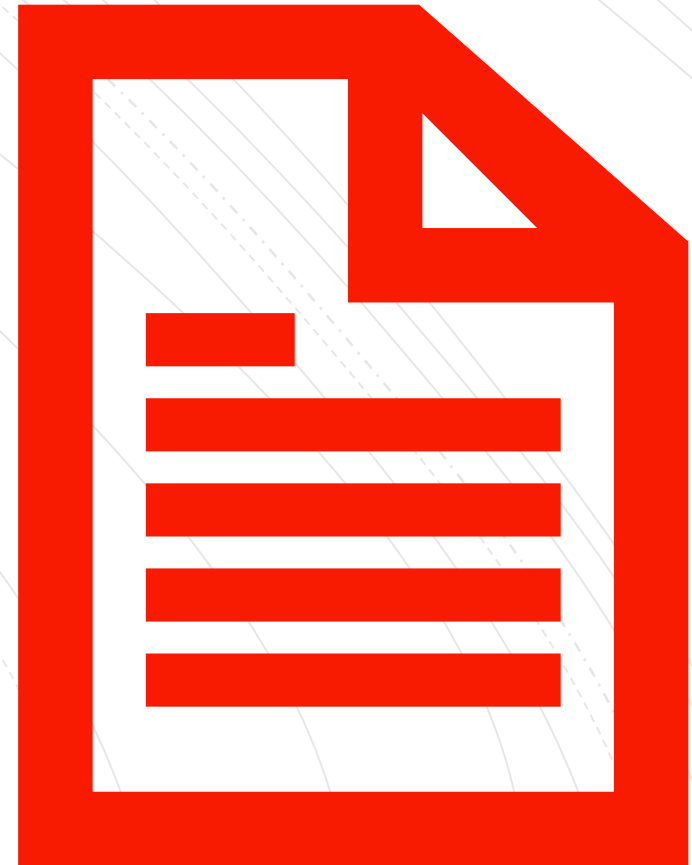
**Budget and Financial Data 10 Points**

**TOTAL OF 100 POINTS POSSIBLE**

**WHAT ADDITIONAL DOCUMENTATION  
IS REQUIRED TO BE SUBMITTED  
ALONG WITH YOUR  
PY22 HOPWA PROJECT PROPOSAL?**



- **Organizational Chart Listing ONLY Those Directly Involved in the Administration of the Proposed HOPWA Project** *(Include name, position/title, and reporting structure)*
- **Organization's Overall Fiscal Year Budget**
- **Contracts, Sources, and Referral MOUs**  
*(Dates must reflect PY22 – Oct. 1, 2022, to June 30, 2023)*
- **List of Other Funding Sources**
- **Listing of Board Members** *(Must include the name and position/title of each member)*
- **Current Financial Reporting** *(Fiscal Audit)*
- **Proof of 501(c)(3)**
- **Proof of FEIN** *(Include FEIN #)*
- **Proof of UEI # from SAM.gov** *(Include UEI #)*



A red speech bubble graphic with a white outline and a small tail pointing downwards. The text is centered within the bubble. The background features faint, overlapping circular lines in light gray and white.

**SUBMISSION OF THE  
PROJECT PROPOSAL**

# WVOASIS

## HOW TO SUBMIT YOUR PROJECT PROPOSAL

**STEP 1:** Login to your WV OASIS vendor account or start by visiting the link: [www.wvoasis.gov/vss](http://www.wvoasis.gov/vss)

**STEP 2:** Click the **VSS PORTAL** button. (Also, note on this page the training/instructional videos under “Grants” for Searching VSS for Grant Funding Opportunities or Completing a Grant Funding Application.)

**STEP 3:** Click **VIEW GRANT OPPORTUNITIES** in the top menu on the page.

**STEP 4:** Locate **PY22 HOPWA REQUEST FOR PROPOSALS** in the search results and click RESPOND.

**STEP 5:** If you haven't done so already, log in to your WV OASIS vendor account to view the application.

*(NOTE: If you **do not already have a WV OASIS vendor account** set up with the State, please **contact the West Virginia Purchasing Division: Vendor Registration at (304) 558-2311.**)*

**FOR TECHNICAL ASSISTANCE** REGARDING THE SUBMISSION PROCESS AND/OR THE WVOASIS VENDOR SELF SERVICE PORTAL (VSS), **CONTACT THE WVOASIS HELPDESK AT: (855) 666-8823**





**PROJECT PROPOSAL  
SELECTION:  
PROCESS OVERVIEW**

# EVALUATION CRITERIA FOR THE PROJECT PROPOSAL SCORING PROCESS

Proposal submissions will be evaluated and selected based on the responses received to the project abstract, 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 project abstract, 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 of 100 points:

**Capability of the Applicant 10 Points**

**Target Population 10 Points**

**Service Delivery 20 Points**

**Critical Service Delivery Issues 15 points**

**Collaboration and Coordination 15 Points**

**Improvement and Evaluation 10 Points**

**HIV IDU Cluster Response 10 Points**

**Budget and Financial Data 10 Points**

**TOTAL: 100 POINTS**

# EVALUATION CRITERIA *(cont.)*

To be considered for PY22 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:**

- 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 documented complaints regarding previous program operation.

# EVALUATION CRITERIA *(cont.)*

**PER THE WV CONSOLIDATED PLAN**, all proposals deemed eligible will be reviewed for funding. To the extent applicable, **the following criteria will also be considered during the review, selection, and award process:**

- 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, 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.

# 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 proposals e.g., any proposed actions, product/service, and to contract with any applicant for any component.
- To **cancel or withdraw this RFP** without the substitution of another or **alter the terms or conditions**.
- To **modify specific terms and conditions** in this document prior to execution.
- To **renew the contract** for an additional one-year term for up to two consecutive years.



**PROCESS CONTENT,  
QUESTIONS/ANSWERS &  
OUR COMMITMENT**

**WEBINARS, QUESTIONS AND ANSWERS,  
AND ANY ADDITIONAL CONTENT WILL BE  
POSTED AT**

**[WWW.WVCAD.ORG/HOPWA](http://WWW.WVCAD.ORG/HOPWA)**



**YOU MAY ALSO SIGN UP FOR  
EMAIL NOTIFICATIONS AND GOOGLE  
CALENDAR INVITES BY ENTERING  
YOUR CONTACT INFORMATION AT**

**[TINYURL.COM/WVHOPWA](http://TINYURL.COM/WVHOPWA)**

**HOW TO  
ACCESS  
ALL  
CONTENT  
FROM THE  
REQUEST  
FOR  
PROPOSAL  
PROCESS**

**QUESTIONS MUST BE ASKED IN A PUBLIC FORUM SETTING** SO ALL ANSWERS AND INFORMATION CAN BE PROVIDED TO EVERY APPLICANT. **THE FOLLOWING TWO PROCESSES ARE PERMISSIBLE:**

**QUESTIONS?**

- QUESTIONS MAY BE ASKED DURING ANY **TECHNICAL SUPPORT WEBINAR** OR **SCHEDULED OFFICE HOURS**
- YOU MAY SUBMIT QUESTIONS **BY EMAIL TO HOPWA@WV.GOV**

*A LIST OF ALL QUESTIONS/ANSWERS WILL BE POSTED AT THE BEGINNING OF EACH WEEK PROVIDING ALL RESPONSES AND INFORMATION FOR EVERY APPLICANT. THIS MAY BE ACCESSED BY VISITING **WWW.WVCAD.ORG/HOPWA.***



## OUR COMMITMENT

**WVCAD Housing Programs**  
is committed to ensuring **ALL WV HOPWA**  
**project sponsors** *provide individualized and equitable*  
*treatment to all potential clients and current program*  
*participants of HOPWA* including case management and  
connections to additional resources, provision of  
supportive services, and assistance with locating and  
maintaining affordable, safe housing options to  
persons living with HIV/AIDS  
and their families.

**THANK YOU FOR ATTENDING**

**TODAY'S WEBINAR ON THE  
PY22 WWHOPWA PROJECT  
PROPOSAL PROCESS!**

**- WWCAD HOUSING PROGRAMS**