

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



**INDIVIDUAL QUESTIONS DURING THE REQUEST FOR PROPOSAL (RFP) PROCESS
MUST BE SUBMITTED IN WRITING AND MAY BE SENT TO:**

Mailing Address: WV Community Advancement and Development
c/o HOPWA
1900 Kanawha Boulevard East, Building 3 Suite 700
Charleston, WV 25305

Email Address: HOPWA@wv.gov (Email Subject: "**HOPWA RFP
Process**")

WVCAD Staff:
Henry Hatfield, Housing Programs Manager (HOPWA)
Shelly Woda, Sustainability Unit Manager
Jennifer Ferrell, Director

Applicants may additionally have any questions answered or assistance provided during any of the technical support webinars or open office hour sessions. A full schedule listing of these provisions may be found on the next page. All questions asked during the process along with each of the corresponding answers will be published on the WVCAD website and updated weekly. These may be accessed through www.wvcad.org/resources and found under the **Housing Opportunities for Persons with AIDS (HOPWA)** tab.

Note: If you would like to be included in communications to all interested in applying for the grant program or would like to be added to calendar invites for each of the technical support offerings, open office hours, and submission deadlines [CLICK HERE](#) to provide your email address for your preferred notifications.

You may also enter your email address to receive RFP notifications by visiting
tinyurl.com/wvhopwa.



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

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PY22 WV HOPWA

REQUEST FOR PROPOSALS PROCESS

DATES AND DEADLINES OF IMPORTANCE

DATE AND TIME	EVENT
July 15, 2022 (Thur)	NOFO Released for WV HOPWA PY22 RFP Process
July 26, 2022 (Tues) at 1:00pm	<u>Technical Support Webinar 1: Project Proposal and Submission Process Overview</u>
July 28, 2022 (Thur) at 1:00pm	<u>Open Office Hours</u>
August 2, 2022 (Tues) at 1:00pm	<u>Technical Support Webinar #2: WV HOPWA Program Overview, Expectations, and Standards of Service</u>
August 4, 2022 (Thur) at 1:00pm	<u>Open Office Hours</u>
August 10, 2022 (Wed) at 11:59pm	Letter of Intent to Apply and Project Abstract due to HOPWA@wv.gov
August 16, 2022 (Thur) at 1:00pm	<u>Technical Support Webinar #3: Final Submission Process Review and Q&A before proposal due date</u>
August 24, 2022 (Wed) at 1:00pm	<u>Open Office Hours</u>
August 26, 2022 (Fri) by 4:00pm	RFP Process ends - full project proposal submission due by upload to WV OASIS

NOTE: All technical support webinars and open office hour sessions listed above may be directly accessed by clicking on the corresponding title for each. Sessions will be recorded and accessed through www.wvcad.org/resources and found under the **Housing Opportunities for Persons with AIDS (HOPWA)** tab. Any questions/answers collected throughout the process may also be found on the website.

For those organizations chosen as PY22 WV HOPWA project sponsors, please mark your calendars and save the dates for the following:

- **OCTOBER 1, 2022** - **Start of the 12-month PY22 WV HOPWA Period of Performance** (Expenditure of HOPWA PY22 funding may begin on this date.)
- **NOVEMBER 2022** - **Project Sponsor Training** required for Case Managers, Program Managers, and additional staff working with HOPWA. This training will be held on-site in Charleston, WV at the Capitol Complex. *(The exact date and details to be announced.)*
- **SEPTEMBER 30, 2023** - **End of the 12-month PY22 WV HOPWA Period of Performance.** (Full expenditure of funds must be completed by this date.)

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 are established through grant agreements executed with WV Community Advancement and Development (WVCAD), a division of the WV Department of Economic Development (WVDED). Funds will be delivered to those selected project sponsors on a monthly invoicing reimbursement basis.

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. Successful applicants will be expected to have a process for ensuring HOPWA funds are used as payer 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, 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 PY22 HOPWA is \$698,124.00. The total amount of awards are based on a formula allocation process including those living HIV/AIDS cases as compared to the total population of all residents within the proposed catchment area. 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 have experience administering housing programs with federal and 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 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.

Providers not funded to provide HOPWA program services in PY2021 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 required narratives. 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.).

INTRODUCTION TO THE PROJECT PROPOSAL PROCESS

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

More information about each service category and anticipated deliverables is provided in Attachment A. 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 Operations 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.

- **Request for Proposals (RFP) may be obtained beginning July 14, 2022** by requests made to HOPWA@wv.gov. The RFP will also be posted to www.wvcad.org/resources and found under the **Housing Opportunities for Persons with AIDS (HOPWA)** tab. and sent to all current recipients and CoCs for distribution to their participating membership. (Additionally, the RFP will be shared with a number of agencies currently servicing the population, both 501(c)(3) nonprofits and health facilities and programs.)
- **All questions must be submitted in writing no later than Monday, August 22, 2022** by email to HOPWA@wv.gov (titled “RFP Process”) or by U.S. Mail and sent to WV Community Advancement and Development, c/o HOPWA, 1900 Kanawha Boulevard East, Building 3 Suite 700, Charleston, WV 25305. All questions will be responded to in writing and provided to all parties having attended the pre-application informational webinar, submitted their email address for notifications, and supplied their Letter of Intent to Apply/Project Abstract.

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 to each must be included within that section's single narrative. 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. Additionally, content that goes beyond the word limit or does not follow the formatting listed below 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.

Applicants must adhere to the following formatting requirements. The template provided for the narratives already has these requirements built in. Changes to the template and the following formatting requirements should not be made. These include:

- Project proposals must be in English.
- Use Arial typeface with a 12-point font.
- Project Proposals must be completed using the supplied project proposal packet template ONLY and saved in PDF format.
- The entire submission of the project proposal PDF with narratives, additional requested documents, and required attachments must be saved as a PDF file and be included within one document to be uploaded to WVOASIS. The PDF version must be clear, legible, and easy to read.

The proposal must be submitted utilizing the WVOASIS online portal by 4:00 p.m. on Friday, August 26, 2022. **Late or incomplete proposals will not be accepted.**

PROJECT PROPOSAL PRE-SUBMISSION REQUIREMENTS

The Letter of Intent to Apply and Project Abstract must be submitted by the deadline of August 10, 2022 by 11:59pm to HOPWA@wv.gov (titled "RFP Process"). Both must be received and fully completed to be considered eligible for continuance within the project proposal process and selection for funding award.

LETTER OF INTENT TO APPLY

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 include all interested organizations as part of any communications sent out regarding the process. *(The template for the **Letter of Intent to Apply** may be accessed by [clicking here](#).)*

PROJECT ABSTRACT

The proposal must include a project abstract. The abstract can be a maximum of information provided within the document's text fields and should be an overview of the proposal. The abstract should include:

- Name and brief description of the applicant organization.
- A brief description of your organization's existing programs or services designed to serve people living with HIV/AIDS.
- A summary of the proposed program's ability to attain the overarching HOPWA program objective to provide decent, safe, and affordable housing within the budget requested.

NOTE: *The project abstract may not surpass the supplied text boxes within the template and must follow the formatting guidelines as listed within this RFP in the previous section. (The form template for the **Project Abstract** may be accessed by [clicking here](#).)*

PROJECT PROPOSAL NARRATIVES AND ADDITIONAL REQUIRED ATTACHMENTS

INSTRUCTIONS: Text fields are provided for each project proposal narrative. When one box is filled, proceed to the next available text field to continue data entry. Applicants are required to respond to each of the eight (8) project proposal narratives. The order of answers to the listed question need not be in any specific order, just that all are addressed within the narrative. Any narrative 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. ***The responses to the proposal narratives must not exceed the provided text fields for each and also must also not include any additional content or attachments beyond the narrative itself.*** (Detailed information regarding the required content of each narrative may be easily accessed by clicking the name of the narrative which will direct you to the narrative details as listed within the **WV HOPWA PY22 Project Proposal Packet** of this RFP document.)

NOTE: Bullet point lists are allowable in your responses, as needed.

- The project proposal narratives are as follows:
- [NARRATIVE ONE: Capability of the Applicant](#)
 - [NARRATIVE TWO: Target Population](#)
 - [NARRATIVE THREE: Service Delivery](#)
 - [NARRATIVE FOUR: Critical Service Delivery Issues](#)
 - [NARRATIVE FIVE: Collaboration and Coordination](#)
 - [NARRATIVE SIX: Improvement and Evaluation](#)
 - [NARRATIVE SEVEN: HIV IDU Cluster Response](#)
 - [NARRATIVE EIGHT: Budget and Financial Data](#)

WVOASIS SUBMISSION PROCESS FOR COMPLETE PROPOSAL

Applicants must submit a complete project proposal packet including the required attachments (listed below) electronically using the WVOasis Vendor Self Service (VSS) online portal at <http://www.wvoasis.gov> before the deadline of August 26, 2022 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 found [here](#)). The full packet and required attachments must be incorporated into one PDF document and submitted as such that is a clear and legible scan which follows the formatting guidelines as previously listed. **Applications received after the deadline will NOT be reviewed or considered for PY22 HOPWA funding.**

(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](#) or email HOPWA@wv.gov for assistance.)

The online submission process will be reviewed in full step-by-step detail during the Technical Support Webinar #1: Project Proposal and Submission Process Overview held on July 19, 2022 at 1:00pm. (The link to this webinar may be found [here](#).) There are additional instructional training videos for VSS which can be found at <http://www.wvoasis.gov/VSS/Default.aspx> and include further details regarding how to search for grant funding opportunities and how to complete the grant funding application in VSS.

EVALUATION CRITERIA FOR PROPOSALS

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

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 complaints regarding the performance of the applicant program.

ALL APPLICATION REVIEW PER WV CONSOLIDATED PLAN: All applications determined to be eligible will be reviewed for funding. To the extent applicable, **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.

REQUEST FOR PROPOSAL: 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 an additional one year term for up to two consecutive years.

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.