Housing Opportunities for Persons With AIDS (HOPWA) Program

PRE-SUBMITTAL CONFERENCE

MAY 29, 2024

HOPWA Pre-submittal Conference Agenda

▶ Introductions

▶ HOPWA Program Overview

▶ HOPWA Eligible Activities Overview

▶ HOPWA Service Provider Overview

▶ Service Provider Q&A

▶ RFP Next Steps

▶ HOPWA Project Sponsor Overview
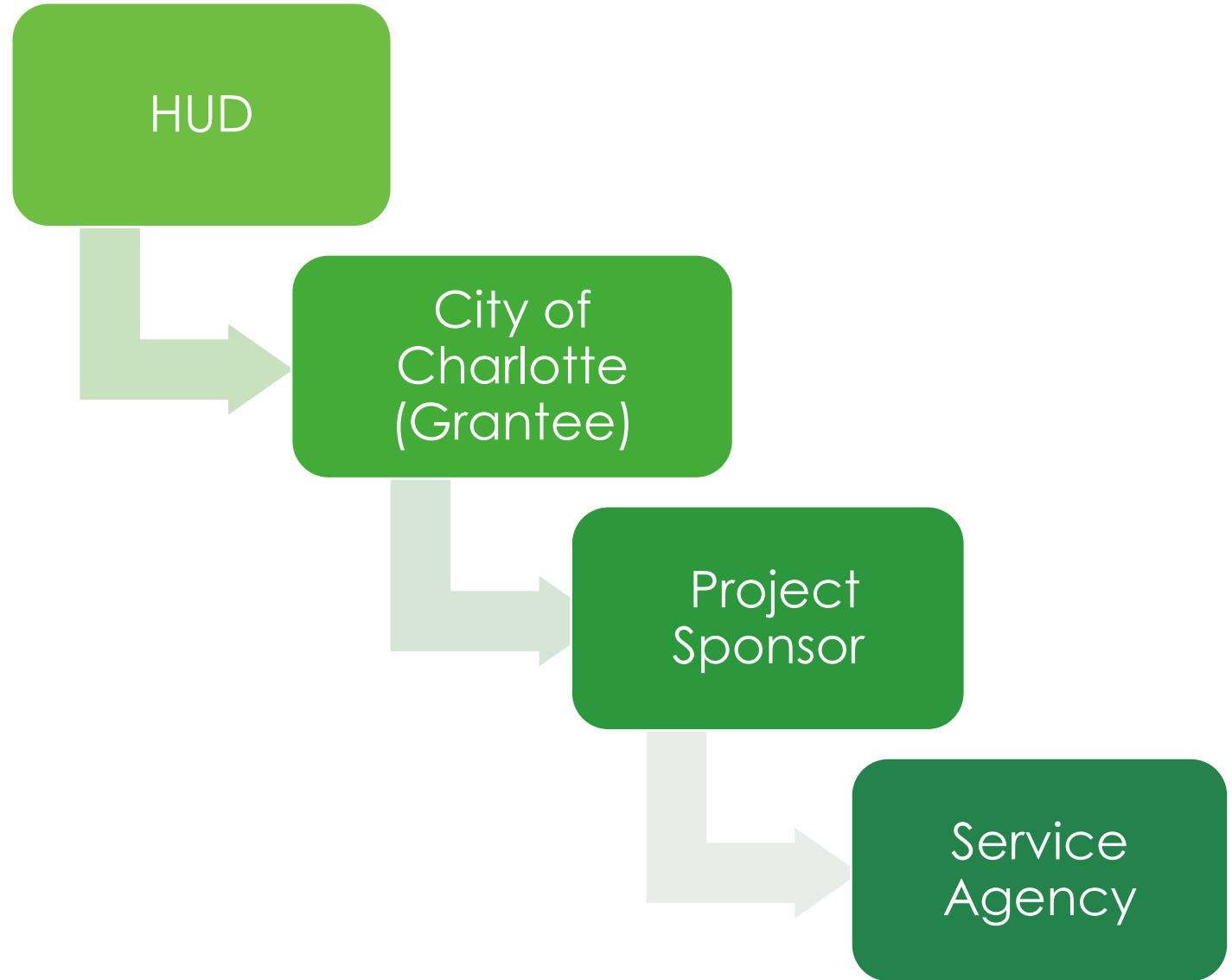
▶ Project Sponsor Q&A

HOPWA Program Overview

What is HOPWA?

Only Federal program dedicated to the housing needs of people living with HIV/AIDS.

Entitlement funds awarded to the City of Charlotte by the Department of Housing and Urban Development (HUD)

How do the funds flow down?

HUD

→

City of Charlotte (Grantee)

→

Project Sponsor

→

Service Agency

CITY *of* CHARLOTTE

Contract Process

Contracting requirements:

- Insurance
- Detailed invoicing
- Financial expectations

Funding is provided on a reimbursement basis.

Payments may take up to 60 days to process.

Grantee Duties

▶ Ensures that grants are administered in accordance with 24 CFR 574 and ensuring that their respective project sponsors carry out activities in compliance with all applicable requirements.

▶ Ensures that qualified service providers make available appropriate supportive services.

▶ Grantee contracts with a Project Sponsor to administer the HOPWA program on behalf of the Grantee.

Grantee Duties cont'd

▶ Ensures program performance of Project Sponsor and service providers, monitors program performance, oversees grant financials and works in partnership with HUD to submit required reporting documents and facilitate HUD monitoring of the HOPWA program.

▶ Reimburse Project Sponsor as outlined in contract.

▶ Provide technical assistance to ensure program compliance.

Project Sponsor Duties

▶A nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to carry out eligible HOPWA activities.

▶Responsible for tracking and reporting HOPWA Services provided in the eleven-county service area.

▶Provides continuity of service in the case community-based agencies in the service area unable to meet.

▶Maintain financial records to ensure the proper accounting and disbursing of amounts received from the HOPWA Grant.

Project Sponsor Duties cont'd

▶ Reimburse Service Providers as outlined in contract.

▶ Submit properly complete invoices to the Grantee for reimbursement as outline in contract.

▶ Assist Grantee in the completion of the annual Consolidated Annual Performance and Evaluation Report (CAPER).

▶ Provide ongoing training on eligible activities, best practices, billing process, etc.

Service Agency Duties

- A non-profit or governmental agencies that provide essential services to HOPWA eligible households in the eleven-county service area.

- Determine eligibility for participant prior to providing a HOPWA eligible activity.

- Ensure client files are maintained for participants served during the performance period.

- Submit properly complete invoices for reimbursement as outline in contract.

Client Eligibility

▶ Individuals that are medically diagnosed with HIV/AIDS and their families; and

▶ Eighty percent (80%) or below of Area Medium Income; and

▶ Live in Anson, Cabarrus, Gaston, Iredell, Lincoln, Mecklenburg, Rowan and Union (NC) and Chester, Lancaster and York Counties (SC).

Eligible Activities

▶ Supportive Services

- ✓ Adult daycare and personal assistance
- ✓ Alcohol and drug abuse services
- ✓ Case management
- ✓ Childcare and other child services
- ✓ Education
- ✓ Employment assistance and training

- ✓ Legal Services
- ✓ Life skills management
- ✓ Meals/ nutritional services
- ✓ Mental health services
- ✓ Transportation
- ✓ Outreach

▶ Short-term Rent, Mortgage and Utility payment (STRMU)

Eligible Activities, cont'd

- Housing Information Services (HIS)
- Operational Expenses for Facility-Based Housing (FBH)
- Permanent Housing Placement (PHP)
- Administration

Additional Eligible Activities (Project Sponsors Only)

▶ Tenant Based Rental Assistance (TBRA)

▶ Resource Identification (RID)

HOPWA Service Provider RFP Overview

Service Provider Staffing Form

FORM 3 - SERVICE PROVIDER STAFFING

COMPANY NAME: Click or tap here to enter text.

RFP NAME: FY2025 HOPWA

List the full names of all **employees** whom you intend to assign to this program. Describe their specific role/responsibility and availability. Add additional pages as necessary.

Employee Name & Title	Project Role	Availability	Education / Experience
Example: John Smith, Counselor	Program eligibility client services & counseling	Full time staff assigned 50% to this program	MSW
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Proposed Service Budget

Proposed Services Budget			
Activities Proposed*	**Cost Per Client per Activity**	**Proposed number of Clients to be served per activity**	**Requested HOPWA funds**
Example	$400.00	10	$4,000.00
Housing Information Services			
Short Term Rental, Mortgage, and Utility (STRMU)			
Rental			
Mortgage			
Utility			
Supportive Services			
Adult day care and personal assistance			
Alcohol and drug abuse services			
Case management			
Child care and other child services			

| ◄ | RFP Budget Instructions | FBH (Operating Cost) | **Services Budget** | ⊕ | | ⋮ | ◄ |

Program Application (Service Provider)

Form 4 –Service Provider Application FY2025

Agency:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Director:	Click or tap here to enter text.
Agency Contact Information for Application (Name, Phone #, email):	Click or tap here to enter text.
Total Funding being requested from City for upcoming Fiscal Year	Click or tap here to enter text.

Eligible Activities

(Note: Supportive Services, STRMU, HIS and Administrative activities will bill reimbursement for actual cost. Operating Expenses for Facility-Based Housing will bill reimbursement through daily rate.)

1. **Supportive Services** *include, but not limited to:*

   - Permanent Housing Placement

   - Housing Case Management

   - Mental Health Services

   - Drug and alcohol abuse treatment and counseling (inpatient)**

     (Note: To be eligible to apply for drug and alcohol abuse treatment and counseling (inpatient) funds, no other funds can be available to pay for these services for the HOPWA eligible persons).

Q&A

What's Next
(Service Provider and Project Sponsor Applicants)

How Proposals Will Be Evaluated

▶ Qualifications and experience

▶ Proposed approach

▶ Proposed cost effectiveness

▶ Availability to complete program work in a timely manner

▶ HOPWA RFP Application Scorecard (Service Provider and/or Project Sponsor)

Timeline

May 29, 2024 – RFP pre-submittal conference

June 07, 2024 – deadline for questions

Email questions to akeem.mcduffie@charlottenc.gov

An addendum will be posted answering submitted questions

June 17, 2024 – 11:59pm submittal deadline

Submit a pdf of proposal via email

Akeem McDuffie

akeem.mcduffie@charlottenc.gov

HOPWA Project Sponsor
RFP Overview

Program Application (Project Sponsor)

Form 5 – Project Sponsor Application FY2025

Administrative Expenses: To assist with admirative costs, the project sponsor is eligible to receive up to seven (7%) of the awarded amount ($750,000). Eligible cost include general management, oversight, coordination, evaluation, and reporting on eligible activities. Note: Expenses do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities.

Required Activities

As the designated Project Sponsor the following eligible activities will be required to be administered on behalf the City of Charlotte.

1. **Tenant-Based Rental Assistance (TBRA)** is a rental subsidy used to eligible households obtain permanent housing in the private rental housing market that meets housing quality standards and is rent reasonable. Assistance may include utility assistance. (Bill for reimbursement of actual cost)

   The City expectations is that all households receiving TBRA will receive Case Management services to ensure long-term housing stability. (Bill for reimbursement of actual cost)

   The City anticipates awarding approximating $1,000,000 for TBRA to the HOPWA service area with an approximately $200,000 for Case Management services.

2. **Resources Identification (RID)** is to establish, coordinate and develop housing assistance resources for eligible households (including conducting preliminary research and making expenditures necessary to determine the feasibility of specific housing-related initiatives).

   The City anticipates awarding approximating $60,000 for RID to the HOPWA service area.

Proposed Budget Worksheet

Proposed Project Sponsor Budget		
Activities Proposed	**Overall Cost**	**Requested HOPWA funds**
Administration (up to 7% City's HOPWA award, $250,000.00)		
General Management (Rent, Supplies, Travel, HUD Approved Trainings)		
Oversight		
Coordination		
Evaluation		
Reporting on eligible activities		
Resources Identification (RID)		
Outreach and relationship building with landlords		
Identify and track housing resource and vacancies		
Leverage mainstream housing for PLWHA		
Interface with Public Housing Authorities (PHA)		
Establish/ maintain housing information website		
Tenant Based Rental Assistance (TBRA)		
Rent		
Utilities		
Security Deposit		

RFP Budget Instructions | FBH (Operating Cost) | Services Budget | **Project Sponsor Budget** | ⊕

Q&A