



STATE OF WEST VIRGINIA PROGRAM
REQUEST FOR PROPOSALS
FOR
PROGRAM CYCLE 2023 - 2026
(PY23 Annual Award Performance Period: 10/01/2023 – 09/30/2024)

The RFP process begins and is available on WV OASIS: June 21, 2023
Letter of Intent to Apply & Project Abstract are due: June 30, 2023 by 4pm
RFP process closes and full proposal submission due: July 19, 2023 by 4pm



INDIVIDUAL QUESTIONS DURING THE REQUEST FOR PROPOSALS (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

-or-

Email Address:

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

Applicants may have additional questions answered or assistance provided during either of the technical support webinars. A full schedule listing these provisions is found within this document. All questions asked during the process with each corresponding answer will be published on the WV Community Advancement and Development (WVCAD) website and updated weekly. These may be accessed by visiting www.wvcad.org/resources and clicking on the **Housing Opportunities for Persons with AIDS (HOPWA)** tab.



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

Federal Award Numbers: WVH23-F999 – WVH25-F999
CFDA Number: HUD 14.241

PROJECT PROPOSAL OVERVIEW

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PROGRAM CYCLE 2023 - 2026
WV HOPWA
REQUESTS FOR PROPOSALS PROCESS
DATES AND DEADLINES OF IMPORTANCE

Notice of Funding Opportunity released for RFP process	June 1 (Thurs)
<u>Technical Support Webinar</u> <i>Project Proposal process overview and Q&A</i>	June 21 (Wed) at 1:00pm
RFP process opens online, and applications accepted	June 21 (Wed)
Letters of Intent and Project Abstracts are due	June 30 (Fri) by 4:00pm
<u>Technical Support Webinar</u> <i>Final review of submission process and Q&A</i>	July 12 (Wed) at 1:00pm
Full Project Proposal submissions are due <i>Including any required attachments</i>	July 19 (Wed) by 4:00pm

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

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, 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 2023 (PY23) WV HOPWA is \$807,359.00. (PY24 and PY25 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 a 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 PY2022 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.).

INTRODUCTION TO THE PROJECT PROPOSAL PROCESS

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.

- **Request for Proposals (RFP) may be obtained beginning June 21, 2023** 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. 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, July 12, 2023** 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 with questions/answers provided to all interested parties having submitted their Letter of Intent to Apply and Project Abstract.

FORMATTING REQUIREMENTS

Each question within the project proposal 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 provided text boxes 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 and will result in an automatic deduction of three (3) points from that narrative's overall score. Additional supporting documentation of support 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 before 4:00pm on July 19, 2023. ***Incomplete or late submissions will not be accepted.***

PROPOSAL PRE-SUBMISSION REQUIREMENTS

The Letter of Intent to Apply and Project Abstract must be submitted by the deadline of June 30, 2023 by 4:00pm to HOPWA@wv.gov (titled "RFP Process"). Both 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. **Late submissions will not be accepted.**

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 includes all interested organizations as part of any communications sent out regarding the process. ***(The form 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 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 responses 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 TO COMPLETE NARRATIVE SECTIONS

Text fields are provided for each project proposal narrative's questions. Applicants are required to respond to each of the seven (7) 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 also must not include any additional content or attachments beyond the requested responses. (Detailed information regarding the required content of each the narratives may be accessed by within the **WV HOPWA PY23 – PY26 Project Proposal Packet** released on June 21, 2023.

The project proposal narrative sections 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:** 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 July 19, 2023, 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. **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](#) for assistance.)

The online project proposal submission process will be reviewed in full step-by-step detail during the first Technical Support Webinar: Project Proposal and Submission Process Overview held on June 21, 2023 at 1:00pm. There are additional instructional training videos for VSS utilization which can be located by visiting <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 PROJECT 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 award of 100 points:

Capability of the Applicant	15 Points
Target Population	15 Points
Service Delivery	15 Points
Critical Service Delivery Issues	15 points
Collaboration and Coordination	15 Points
Improvement and Evaluation	15 Points
Budget and Financial Data	10 Points

To be considered for PY23 HOPWA funding, the applicant must receive 70% 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: 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 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.

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.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM CYCLE 2023-2026 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 PY2023 funding. **The Letter of Intent to Apply must be submitted by the deadline of June 30, 2023 by 4:00pm** 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. Late submissions will not be accepted.)

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): <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Minority Organization <input type="checkbox"/> Religious-Based Organization </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Hospital/Health Provider <input type="checkbox"/> State Institution of Higher Learning <input type="checkbox"/> Substance Abuse Recovery Organization <input type="checkbox"/> Private <input type="checkbox"/> Other (specify): _____ </td> </tr> </table>		<input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Minority Organization <input type="checkbox"/> Religious-Based Organization	<input type="checkbox"/> Hospital/Health Provider <input type="checkbox"/> State Institution of Higher Learning <input type="checkbox"/> Substance Abuse Recovery Organization <input type="checkbox"/> Private <input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Minority Organization <input type="checkbox"/> Religious-Based Organization	<input type="checkbox"/> Hospital/Health Provider <input type="checkbox"/> State Institution of Higher Learning <input type="checkbox"/> Substance Abuse Recovery Organization <input type="checkbox"/> Private <input type="checkbox"/> Other (specify): _____		
PROJECT START DATE:	PROJECT END DATE:		
PROPOSED COUNTIES TO BE SERVED BY PROJECT:			
PROPOSED FUNDING REQUEST FOR PY23: \$	<u>PROJECT PROPOSAL CONTACT PERSON</u>		
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:		

<p><u>PROJECTED EXPENDITURES</u> Does the applicant's projected state or federal expenditures exceed \$500,000 for the applicant's current fiscal year (excluding amount requested in line above)? **</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>**Projected expenditures should include funding for all activities including "pass through" federal funds from all state agencies and non-project-related funds.</i></p>	<p align="center"><u>FINANCIAL OFFICER</u></p> <p>Name:</p> <p>Phone:</p> <p>E-mail:</p>
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"The facts affirmed by me in this proposal are truthful and I understand that the truthfulness of the facts affirmed herein are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the applicant and I (the person signing below) am authorized to represent the applicant."

"By providing my authorized signature below our organization fully intends to participate in the WV HOPWA Program Cycle 2023-2026 Request for Proposal Process."

<p align="center"><u>AUTHORIZED APPROVAL AUTHORITY</u></p> <p>Name:</p> <p>Title:</p> <p>Phone:</p> <p>E-mail:</p>	<p>SIGNATURE OF AUTHORIZATION:</p>
	<p>DATE OF SIGNATURE APPROVAL:</p>

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS
PROGRAM CYCLE 2023-2026 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 June 30, 2023 by 4:00pm** to HOPWA@wv.gov titled “RFP Process.” Late submissions will not be accepted.*

NAME OF APPLICANT ORGANIZATION: _____

INDIVIDUAL COMPLETING PROJECT ABSTRACT: _____

CONTACT PHONE #: _____

CONTACT EMAIL: _____

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

Provide a brief description of the organization's existing programs or services designed to serve people living with HIV/AIDS.

Provide a summary of the proposed program's ability to attain the overarching HOPWA program objective to provide decent, safe, and affordable housing and connect persons living with HIV/AIDS to supportive services within the budget requested with the goal of 80% remaining in housing.