



HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS
(HOPWA) PROGRAM
For Fresno County Only

REQUEST FOR APPLICATION
RFA 12-10480

Release Date: July 9, 2013

Application Packet Available at:
<http://www.cdph.ca.gov/programs/aids/Pages/OAFundingOpportunities.aspx>

California Department of Public Health
Center for Infectious Diseases
Office of AIDS



TABLE OF CONTENTS

I.	BACKGROUND	1
	A. Introduction	1
	B. Overview	1
II.	PURPOSE OF REQUEST FOR APPLICATION	2
III.	FUNDING AND COOPERATIVE AGREEMENT TERM.....	2
	A. Allocation Amount	2
	B. Term of Cooperative Agreement	3
IV.	RFA SPECIFICATIONS	3
V.	GENERAL PROGRAM REQUIREMENTS.....	5
	A. Eligible Jurisdiction.....	5
	B. Eligible Project Activities	5
	C. Eligible Applicants	7
	D. Subcontracting	8
	E. Eligible Beneficiaries	8
	F. Supportive Services	8
	G. Confidentiality.....	9
	H. Environmental Requirements.....	10
	I. Reporting Requirements	10
VI.	COST OF DEVELOPING APPLICATION	12
VII.	RFA SCHEDULE	12
VIII.	MANDATORY LETTER OF INTENT.....	12
IX.	RFA INFORMATION, ADDENDA, OR CHANGES	12
X.	APPLICATION SUBMISSION REQUIREMENTS	13
XI.	REQUIRED CONTENT OF THE APPLICATION	13
	A. Application Cover Sheet.....	14
	B. Table of Contents.....	14
	C. Application Certification Checklist	14
	D. Organization Information Sheet.....	14
	E. Payee Data Record – STD 204.....	14
	F. Level of Environmental Review	14
	G. Narrative Elements of Application	14

1.	Program Description (Maximum of ten pages)	14
2.	Supportive Service Plan (Maximum of three pages)	15
3.	Implementation Plan (Maximum of two pages).....	15
4.	Organization Capacity (Maximum of five pages).....	15
5.	Program Personnel (Maximum of three pages).....	16
H.	Detailed Budget and Budget Justification.....	16
I.	Appendix (No page limit).....	16
XII.	APPLICATION SUBMISSION INSTRUCTIONS	17
A.	Preparation.....	17
B.	Submission.....	17
XIII.	APPLICATION EVALUATION PROCESS	18
A.	Grounds for Rejection	18
B.	Application Review Process	18
C.	Application Evaluation Criteria	19
XIV.	NOTIFICATION OF INTENT TO AWARD.....	20
XV.	DISPOSITION AND OWNERSHIP OF THE APPLICATION.....	20
XVI.	AGREEMENT AWARD AND APPEAL PROCEDURES.....	21
XVII.	MISCELLANEOUS RFA INFORMATION.....	22
XVIII.	COOPERATIVE AGREEMENT TERMS AND CONDITIONS	22
XIX.	ATTACHMENTS	22
Attachment 1:	Application Cover Sheet	22
Attachment 2:	Application Certification Checklist.....	22
Attachment 3:	Organization Information Sheet	22
Attachment 4:	Payee Data Record – STD. 204 (if applicable)	22
Attachment 5:	Level of Environmental Review Form	22
Attachment 6:	Application Narrative Section Form	22
Attachment 7:	Instructions to Complete Budget Forms.....	22
Attachment 8:	Detailed Budget Forms (in Excel format)	22
Attachment 9:	HOPWA TBRA Technical Assistance Guide.....	22
Attachment 10:	Cooperative Agreement Terms and Conditions	22

I. BACKGROUND

A. Introduction

The Housing Opportunities for Persons with AIDS (HOPWA) program was authorized by the *AIDS Housing Opportunity Act of 1992* and is funded through the United States Department of Housing and Urban Development (HUD) in accordance with *Title 24, Code of Federal Regulations, Part 574 (24 CFR Part 574)*. The California Department of Public Health (CDPH), Center for Infectious Disease, Office of AIDS (OA) assumes the grant administration responsibilities, as the State of California (State) HOPWA Grantee. OA allocates HOPWA funds to 40 non-Eligible Metropolitan Statistical Areas of California as well as Fresno and Kern Eligible Metropolitan Statistical Areas (EMSA).

B. Overview

The HOPWA program goals are to: enable low-income persons living with HIV/AIDS (PLWHA) to maintain stable housing that is decent, safe, and sanitary, to reduce the risk of homelessness, and improve access to health care and supportive services.

OA has the lead responsibility for coordinating state programs, services, and activities related to HIV/AIDS. The goals of OA are to minimize new HIV infections; maximize the number of people with HIV infection who access appropriate care, treatment, support, and prevention services; and reduce HIV/AIDS-related health disparities.

The HIV Care Branch within OA has the responsibility for programs related to HIV/AIDS care and treatment, HIV transmission prevention, and support of persons living with HIV/AIDS, including the HOPWA program.

To support OA goals, HUD funds are utilized to administer the HOPWA program to provide housing assistance and supportive services to meet the needs of PLWHA who are homeless or at risk of becoming homeless.

OA contracts with local government and nonprofit organizations to provide housing and supportive services to low income PLWHA, rather than providing direct services.

II. PURPOSE OF REQUEST FOR APPLICATION

The purpose of this Request for Application (RFA) is to fund a tenant-based rental assistance (TBRA) program that will assist a minimum of ten low-income PWLHA (and their families) in the Fresno EMSA. This housing need is not being fully met by other available public and private resources in Fresno EMSA.

A TBRA program provides monthly rental assistance to low income PLWHA as a means of helping them secure and/or maintain stable, affordable, permanent housing. HOPWA TBRA pays the difference between the HUD published Fair Market Rent (FMR) or reasonable rent and the PLWHA portion of the rent. The TBRA program makes a rental subsidy payment directly to property owners or property management companies.

HOPWA regulations require that any PLWHA receiving HOPWA-funded rental assistance must also have access to supportive services.

This RFA seeks applications from organizations with the capacity and experience necessary to establish and operate a TBRA program in accordance with HOPWA regulations.

The funding award will be based on a competitive review process.

III. FUNDING AND COOPERATIVE AGREEMENT TERM

A. Allocation Amount

A total of \$487,612 is available through this RFA process. The funds are available for the following HOPWA activities:

Funding Activity	Caps/Funding Limitations
TBRA	Total budget for TBRA may include rental subsidy payments and up to 15% of the budgeted amount for personnel and operating expenses associated with the delivery of the program activity.
Supportive Service – Housing Case Management	Up to 20% of the total allocation may be used for housing case manager personnel costs and

	operating expenses (operating expenses not to exceed 5% of personnel costs)
Program Administration	Administrative costs cannot exceed 7% of the total allocation

B. Term of Cooperative Agreement

The term of the resulting Cooperative Agreement (Agreement) is anticipated to be November 1, 2013 through June 30, 2016.

Budget Year
November 1, 2013 – June 30, 2014
July 1, 2014 – June 30, 2015
July 1, 2015 – June 30, 2016

The Agreement will be subject to any additional restrictions, limitations or conditions enacted by legislation or congress that may affect the provisions, terms, or funding of the Agreement in any manner.

IV. RFA SPECIFICATIONS

The objective of this RFA is to establish a rental assistance program in Fresno County that will assist a minimum of ten low-income PLWHA (and their families) in securing and/or maintaining stable, permanent, affordable housing, and improving access to HIV/AIDS care and support.

To meet the objective of the RFA an applicant must:

- Begin program “start-up” upon execution of an Agreement and begin assisting PLWHA within 90 days from the date the Agreement is fully executed;
- Ensure collaborative efforts have been established, through the development of a supportive service plan with other community and government organizations that provide supportive services to PLWHA;
- Demonstrate organizational capacity and experience sufficient to provide the resources and staffing necessary to perform the following program operations:
 - Develop and maintain TBRA forms, processes, and procedures including an intake application process, release of confidential information,

termination and grievance processes, individual housing needs assessment and plan, income and resident rent calculation worksheet, housing quality inspection, rent reasonableness determination, participation agreement, and landlord participation agreement;

- Manage participant referrals and a waiting list;
 - Certify participant eligibility;
 - Familiarize participants with program requirements, rules, termination policies, and participant rights including grievance and appeals process, tenant/landlord rights, and fair housing law;
 - Conduct participant housing needs assessments and develop Individual Housing and Service Plans;
 - Coordinate and manage supportive services;
 - Calculate participant rent, utility allowances, and rental subsidies in accordance with HOPWA regulation;
 - Assist beneficiaries in identifying appropriate housing, and negotiating rental agreements;
 - Review leases to ensure compliance with federal, State, and local laws;
 - Meet with landlords to secure a written agreement to participate in the program;
 - Conduct housing inspections;
 - Assist in resolution of housing related issues between participants and landlords;
 - Maintain participant records and document housing and participant activity;
 - Maintain participant confidentiality at all times;
 - Make timely and regular rental subsidy payments to landlords;
 - Provide timely invoices for program reimbursement by OA, as well as accurate tracking and reporting of program expenditures;
- Provide an office with furniture, computers, printers, copy and fax machines, etc., to support staff and program needs, and be able to begin start up and/or implementation immediately upon the effective date of the agreement;
 - Demonstrate significant experience and satisfactory performance with administrative, fiscal, and programmatic management of government grant funds, including timely and accurate submission of fiscal and program documentation, and compliance with all State Agreement requirements, including audit requirements;
 - Demonstrate adequate internal quality controls, internal accounting controls, and budget monitoring procedures to ensure payments are timely and fiscal resources are managed responsibly, as evidenced by examples of similar program experience;

- Demonstrate experience working with PLWHA, and cultural competency to work with a diverse population;
- Develop, monitor, and report the following performance measures and outcomes:
 - Number of PLWHA and their family members (households) assisted during each program year;
 - Number of households in program at the end of each program year;
 - Destination of households that left program (e.g., other permanent housing, temporary housing, emergency housing, homeless, etc.);
 - Number of households able to access HIV/AIDS care and support during each program year; and
 - Household demographics including age, gender, race, ethnicity, income and HIV/AIDS status.
- Provide training for staff of any subcontracting or collaborating organizations regarding proper screening and evaluation of applicants, eligibility requirements, application assistance procedures, and corrective action procedures.

Refer to *Attachment 9 – Tenant-Based Rental Assistance Program Technical Guide (TA Guide)* for additional guidance.

Please note that all program requirements will be monitored by OA.

V. GENERAL PROGRAM REQUIREMENTS

A. Eligible Jurisdiction

To be eligible for funding under this RFA, the applicant must be located in and currently administering housing or HIV/AIDS service programs for residents in Fresno County.

B. Eligible Project Activities

HOPWA regulations allow an array of housing development, assistance, and supportive service activities to meet the needs of PLWHA. In response to an unmet housing need identified in Fresno County, the following HOPWA program activities are eligible under this RFA:

1. Tenant-Based Rental Assistance

A TBRA program provides monthly rental assistance to low income PLWHA as a means of helping them secure and/or maintain stable, affordable, permanent housing. HOPWA TBRA pays the difference between the *HUD Published Fair Market Rent (FMR)* or reasonable

rent and the PLWHA portion of the rent. The TBRA program makes a rental subsidy payment directly to property owners or property management companies.

HOPWA funds must be used to operate a TBRA program in accordance with *HOPWA Title 24 CFR Part 574*.

2. Housing Case Management

HOPWA regulations require that any PLWHA receiving HOPWA-funded rental assistance must also have access to supportive services. Supportive services may be funded by HOPWA or other resources.

Housing case management is an eligible HOPWA supportive service activity. The primary focus of a Housing Case Manager is ensuring the housing stability of the beneficiaries receiving TBRA. The Housing Case Manager is responsible for assisting the beneficiary in developing goals to overcome barriers to stable housing and improving access to HIV/AIDS care and support.

The key duties of a Housing Case Manager include:

- Initial comprehensive assessment of client needs and personal support systems;
- Development of a comprehensive housing plan for beneficiaries, including affordable, stable housing, supportive services, and medical care;
- Coordination of the services required to implement the comprehensive housing plan;
- Beneficiary monitoring to assess the progress and efficacy of the comprehensive housing plan;
- Periodic re-evaluation and revision of the plan as necessary;
- Beneficiary-specific advocacy; and
- Coordination of benefits.

3. Program Administration

Program Administration is general program management, oversight, coordination, evaluation, and reporting.

Refer to *Attachment 7 – Instructions for Completing Budget Documents* for guidance on budgeting housing, staffing, and administration costs. Refer to *Attachment 9 – TA Guide* for additional program guidance.

The total amount of funds budgeted for TBRA, Housing Case Management, and Program Administration shall not exceed \$487,612.

C. Eligible Applicants

To meet the minimum eligibility qualifications of this RFA, the applicant must be a unit of local government or a non-profit organization as defined below.

Units of Local Government

Any city, county, city and/or county housing or community development department, redevelopment agency or public housing authority located in California that is authorized to engage or assist in the development or operation of housing for low-income persons and families.

Specific Requirements for Non-profit Organizations

Per HOPWA regulation *24 CFR, 574.3*, any non-profit organization, including a locally chartered or state non-profit organization, applying as project sponsor must meet the following criteria:

- Qualified to conduct business in the state;
- No part of its earnings are for the benefit of any member, founder, contributor, or individual;
- A functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated an entity that will maintain such an accounting system; and
- Among its purpose are significant activities related to providing services or housing to PLWHA.

The following documentation of legal status as a nonprofit organization or local governmental entity must be submitted as an appendix to this RFA:

Nonprofit organization:

- Documentation of tax exempt status in accordance with *Section 501(c)(3)*;
- *Certificate of Good Standing* from California Secretary of State
- Articles and By-Laws;
- Most recent audited financial statement, including management letters;
- Current year operating budget; and
- Current list of organization officers and Board of Directors.

Governmental entity:

- List of current agency officers, Board of Directors, commission, council or other governing body;
- Most recent audited financial statement, including management letters;
- Current year operating budget.

Refer to *Attachment 9 – TA Guide* for additional guidance.

D. Subcontracting

An applicant may partner with another qualified organization to assist in carrying out an eligible HOPWA activity described in this RFA. Subcontracted services shall not duplicate activities to be provided by the applicant. The applicant must comply with all applicable state and federal contracting procedures.

All subcontracting organizations must meet the eligibility and program capacity criteria set forth in *Sections IV and V.A. and V.C.* of this RFA. Applicant must provide a program budget and description of the subcontracting organization and its relationship with the applicant in the supportive service plan and program description.

E. Eligible Beneficiaries

HOPWA funds may only serve households meeting the following criteria:

- At least one person residing in the household has been diagnosed with HIV/AIDS;
- The person or household is homeless or at risk of becoming homeless;
- Is low-income, defined by HUD as households with income at or below 80% of the area median income (AMI), with adjustments for smaller and larger families.

Eligible single-person or family households may receive HOPWA housing assistance. HOPWA regulation defines a family as a household composed of two or more related persons, and includes a person or persons who are determined to be important to the care or well-being of the PLWHA.

F. Supportive Services

All residents of HOPWA-assisted housing must receive adequate supportive services.

A HOPWA contractor is required to cooperate and coordinate with the relevant state and local government agencies responsible for supportive services in the contractor's service area. The selected contractor will also

cooperate and coordinate with other public and private organizations and agencies providing supportive services.

Applicants of this RFA must submit a supportive service plan that provides, at a minimum:

- Names of proposed HIV/AIDS or other service organizations (including the applicant agency) and a description of the specific services they will offer the HOPWA-assisted participants.
- Actions to be taken to ensure: 1) access to services; and 2) a plan for providing care as resident's health status changes, or to readily accommodate transition to other types of housing or care.
- If applicant does not directly provide HIV/AIDS related supportive services, provide letters or draft agreements with local HIV/AIDS supportive service providers (including private and government organizations) ensuring that program participants will have access to the range of services needed, must be provided.

G. Confidentiality

Staff working with HOPWA beneficiaries shall be regularly trained on confidentiality protections. Staff should be familiar with the use of basic confidentiality measures, including client consent forms, methods for securing paper and electronic files, limiting computer access and other technology protections, and proper procedures for communicating sensitive information to other service providers.

Organizations are required to establish and maintain a policy to ensure the confidentiality of the individuals assisted. The confidentiality policy shall, at a minimum, address:

- How staff will gather, record, and store confidential information;
- The consent process for the release of confidential information;
- Protocols for responding to breaches of confidentiality;
- Standards contained in relevant state and federal laws, including *Health Insurance Portability and Accountability Act* compliance (if applicable), HIV confidentiality statutes; and
- Privacy standards related to data collection and use of participant information for program reporting, such as AIDS Regional Information and Evaluation System (ARIES) or a Homeless Management Information System (HMIS).

HOPWA rental assistance programs require additional attention to confidentiality, especially related to interacting with landlords. Referencing

the HOPWA program by name in rental documents or letters and forms used in the program may alert landlords and their agents of a renter's HIV status. Similarly, if the organization or program name references AIDS and is used in communication or on outside documents, the confidentiality of beneficiaries will be compromised. TBRA programs should use a generic program name and insulate rental assistance beneficiaries from exposure in all practical ways.

H. Environmental Requirements

Compliance with environmental review regulation contained in *24 CFR Part 58 of the National Environmental Policy Act (NEPA)* is a condition of receiving HOPWA funds. HOPWA funds will not be fully committed until OA has completed an environmental review or assessment.

The level of environmental review depends upon the type of program being proposed. Most non-physical activities are not subject to environmental review requirements, and are considered categorically excluded from National Environmental Protection Agency requirements. These activities include information services; the development of studies and testing; TBRA; supportive services; operating expenses; technical assistance; and administrative expenses.

I. Reporting Requirements

HUD requires the collection and reporting of specific performance outcomes and demographic information. OA requires submission of data on the *HOPWA Progress Report (HPR)* form, which is provided by OA through a Management Memorandum and/or posting to OA's website.

OA reports data to HUD in a *Consolidated Annual Performance and Evaluation Report (CAPER)* through HUD's Integrated Disbursement and Information System (IDIS).

HPRs include **cumulative data** and are due to OA as follows:

Mid-Year	November 1, 2013 to December 31, 2013	January 31, 2014
Final Report	July 1, 2013 – June 30, 2014	July 15, 2014
Mid-Year	July 1, 2014 – December 31, 2014	January 31, 2015
Final Report	July 1, 2014 – June 30, 2015	July 15, 2015
Mid-Year	July 1, 2015 – December 31, 2015	January 31, 2016
Final Report	July 1, 2015 – June 30, 2016	July 15, 2016

The cumulative reports shall contain the following minimum data set:

- Performance goals per program year;

- Overall accomplishments and barriers encountered;
- Information on the contracting agency and each subcontracting agency including, but not limited to: name, address, Data Universal Numbering System number, Employer Identification Number/Tax Identification Number, contract amount, Congressional district, area served, and organizational status, such as non-profit, faith-based or “grassroots”;
- HOPWA funds budgeted and expended to date;
- Amount of other funds used in conjunction with HOPWA funded activities;
- Sites and units of housing and households served with HOPWA and non-HOPWA funds in conjunction with HOPWA activities;
- Beneficiary information for participants and all family members, including HIV/AIDS status, age, gender, household income, race, and ethnicity;
- Living situation of eligible beneficiary upon entering program and housing destination upon exit of the program or end of program year; and
- Performance output and outcomes demonstrating improvements in eligible beneficiary’s housing stability, access to HIV treatment/other healthcare and support, and reduced risk of homelessness.

Additional Reporting Requirements

- ARIES

ARIES is a centralized HIV/AIDS client management system that allows for coordination of client services and provides comprehensive data for program reporting and monitoring. HOPWA intake and assessment screens are available in ARIES, and HOPWA reporting capabilities will be available in 2013 for ARIES users. All contractors shall utilize ARIES for HOPWA.

- HMIS

Pursuant to federal requirements, agencies that receive HOPWA funding and target homeless persons are required to participate in their local HMIS. Other agencies that target persons living with HIV/AIDS and periodically assist homeless HIV/AIDS beneficiaries are encouraged to participate in their local HMIS.

VI. COST OF DEVELOPING APPLICATION

The cost of developing an application is the sole responsibility of the applicant and shall not be chargeable to the State, OA, or included in any cost elements of the application.

VII. RFA SCHEDULE

The Notification of Intent to Award is a preliminary date and is subject to change.

RFA Released	July 9, 2013
Last day RFA Questions will be accepted	July 16, 2013
RFA Questions and Answers Released	July 23, 2013
Mandatory Letter of Intent Due	July 24, 2013
Application Due Date	September 10, 2013
Notification of Intent to Award	September 30, 2013

VIII. MANDATORY LETTER OF INTENT

Organizations planning to apply for HOPWA funding must submit a Letter of Intent. **Organizations that do not submit a Letter of Intent will not be eligible to submit an application.** Submittal of a Letter of Intent does not bind an applicant to submitting an application. The Letter of Intent must be on applicant letterhead and must reference applicant name, contact person at the organization, address, telephone number and facsimile (fax) number, e-mail address of the contact person, and a brief description of applicant organization. The letter must be signed by the individual who is authorized to legally bind the organization to the commitment outlined in the application.

**Submit Letter of Intent through e-mail to: HOPWARFA@cdph.ca.gov
no later than July 24, 2013.**

IX. RFA INFORMATION, ADDENDA, OR CHANGES

Please notify OA immediately if clarification is needed regarding HOPWA activities/services outlined in this RFA. If questions about this RFA instructions or requirements arise, or if a potential applicant discovers errors or inconsistencies, in this RFA, notify OA by submitting questions and/or issues to HOPWARFA@cdph.ca.gov and include the following information:

- Contact name;
- Telephone number;

- Description of issue or question; and
- RFA number, section, page number, or other identifying information pertinent to the question/issue (if applicable).

OA will only accept questions submitted through e-mail at the above address.

The last day to submit questions is July 16, 2013.

OA will post clarifications, modifications, addenda, or other changes to this RFA as necessary, as well as all questions raised by applicants and answers from OA at: <http://www.cdph.ca.gov/programs/aids/Pages/OAFundingOpportunities.aspx>

OA reserves the right to combine similar questions when posting answers. If clarification on a question is needed, OA will contact the person identified in the e-mail.

Questions and answers will be posted by July 23, 2013.

It is the responsibility of potential applicants to check the website frequently for clarification or changes to this RFA.

X. APPLICATION SUBMISSION REQUIREMENTS

Organizations submitting an application are expected to thoroughly examine the contents of this RFA and be aware of all outlined objectives and requirements. Applications are to be based solely on the material contained in this RFA and any written RFA addendum issued by OA.

- An original and **three hard copies** of the entire application package, including attachments, must be submitted to OA no later than 5 p.m. on **September 10, 2013**.
- Other than OA generated forms provided, the format must allow at least one-inch margins at the top, bottom, and sides. All pages must be numbered sequentially, and the font must be at least 12-point.
- All signatures must be signed in BLUE ink for inclusion in the original application. The additional copies may reflect photocopied signatures.

XI. REQUIRED CONTENT OF THE APPLICATION

Unless otherwise noted, the application must be submitted on forms provided by OA. The application must include the following sections in the following order:

A. Application Cover Sheet

Attachment 1 - Application Cover Sheet serves as the cover page of the application.

B. Table of Contents

The table of contents must display appropriate page numbers for each section listed.

C. Application Certification Checklist

Attachment 2 - Application Certification Checklist serves as the guide to ensure the application package is complete.

D. Organization Information Sheet

Attachment 3 – Organization Information Sheet includes required organization contact information.

E. Payee Data Record – STD 204

Attachment 4 – Payee Data Record is required in order to receive payment from the State and is in lieu of a *Form IRS W-9*. Governmental entities (federal, state, and local) are not required to submit this form.

F. Level of Environmental Review

Attachment 5 - Level of Environmental Review verifies applicant will be providing activities that are categorically excluded and not subject to 24 *CFR 58.5* environmental review.

G. Narrative Elements of Application

Attachment 6 - HOPWA RFA Narrative Section includes the required narrative sections to address the objectives and eligibility criteria set forth in *Sections IV, V, and Attachment 9- TA Guide* of this RFA.

1. Program Description (Maximum of ten pages)

A comprehensive description of the proposed TBRA program and how it will meet the objectives stated in *Section IV* of this RFA and all program requirements set forth in *Attachment 9 – TA Guide*.

2. Supportive Service Plan (Maximum of three pages)

A supportive service plan to ensure beneficiaries will have access to appropriate supportive services. At a minimum, the supportive service plan must include:

- Names of proposed HIV/AIDS or other service organizations (including the applicant organization) and a description of the specific services they will offer the HOPWA-assisted participants.
- Actions to be taken to ensure: 1) access to services; and 2) a plan for providing care as resident's health status changes, or to readily accommodate transition to other types of housing or care.
- If the applicant does not directly provide HIV/AIDS related supportive services, letters or draft agreements with local HIV/AIDS supportive service providers (including private and government organizations) ensuring that program participants will have access to the range of services needed, must be submitted.

3. Implementation Plan (Maximum of two pages)

A description of the applicant's plan to implement the TBRA program that meets the objectives identified in *Section IV*. The plan must include an implementation timeline.

4. Organization Capacity (Maximum of five pages)

A description of the organizational capacity to undertake the proposed work. The applicant must substantiate capacity to administer a federally funded rental assistance program for PLWHA as described *Section IV* and *Attachment 9- TA Guide*. In addition, the organization must demonstrate that it meets all requirements described in *RFA Section V.C*. Provide a brief history that includes the establishment date of the organization, examples of past accomplishments, and current programs.

5. Program Personnel (Maximum of three pages)

A description of program staffing. Include, at a minimum:

- How personnel policies and practices assure that well qualified staff are hired and retained for positions;
- Number of staff;
- Titles;
- Job descriptions;
- Salaries;
- An estimated percentage of time each staff will work on the HOPWA program;
- A description of who will have primary responsibility for coordinating the program and who will exercise major administrative or policy roles;
- An organizational chart for the organization;
- A detailed organizational chart or listing that reflects which staff members have responsibility for the activities of the TBRA program; and
- Resumes of key staff as an appendix .

H. Detailed Budget and Budget Justification

Attachment 7 – Instructions to Complete Budget Forms provides instructions on completing the budget forms including budget caps by program activity.

Attachment 8 - Detailed Budget Forms includes an Excel Workbook of all required budget forms including the budget justification.

I. Appendix (No page limit)

The appendix should contain all supplementary and/or required information not included in other sections of the application. Examples include the following:

- Letters of support;
- Supportive service agreements or letters from service organizations;
- Resumes of key staff;
- Organizational charts and/or staff listings;
- A copy of the most recent independent audit financial report;
- Current year operating budgets;
- Current list of organization officers, board of supervisors, commission, council or other governing body (for governmental organizations);

- Articles and By-Laws (nonprofit organizations only);
- Current list of organization officers and board of directors (nonprofit organization);
- Authorization to Bind Corporation resolution (nonprofit organization only);
- *IRS 501(c)(3)* tax exemption status (nonprofit organizations only); and
- Any other information that demonstrates the applicant's ability to provide an optimal level of service as required by this RFA.

XII. APPLICATION SUBMISSION INSTRUCTIONS

A. Preparation

- Applications must be submitted in English.
- Applications must be clear and legible.
- Original pages must be printed single-sided only.
- Application packages must include the RFA number 12-10480.

B. Submission

To be considered complete, application packages must include:

- One original application (single sided) with original signatures in BLUE ink; and
- Three complete copies.

Applications must be submitted and received at the OA office no later than 5 p.m. on September 10, 2013.

Submit applications to:

Overnight Courier	General U.S. Postal Services
Attn: HOPWA RFA 12-10480 Office of AIDS HIV Care Branch California Department of Public Health MS 7700 1616 Capitol Avenue, Suite 616 Sacramento, CA 95814-5052 (916) 449-5900	Attn: HOPWA RFA 12-10480 Office of AIDS HIV Care Branch California Department of Public Health MS 7700 P.O. BOX 997426 Sacramento, CA 95899-7426 (916) 449-5900

XIII. APPLICATION EVALUATION PROCESS

A. Grounds for Rejection

Application packages will be deemed non-responsive for the following reasons:

- Receipt of application after the deadline;
- Failure to submit a Letter of Intent by the deadline;
- Failure to complete and sign all required forms as instructed;
- Failure to meet format or procedural submission requirements;
- Applicant does not meet the minimum eligibility qualifications set forth in Sections V.A. and V.C. of this RFA;
- Applicant provides inaccurate, false, or misleading information or statements;
- Applicant supplies cost information that is conditional, incomplete, or contains unsigned material, alterations, or irregularities; and
- Applicant is unwilling or unable to fully comply with proposed Agreement terms;

B. Application Review Process

Applications that meet format requirements, the minimum qualifications set forth in *Sections V.A. and V.C.*, and contain all required forms and documentation will be reviewed and scored by an evaluation committee.

By submitting an application, applicants authorize OA to verify all claims made by the applicant, including, but not limited to verification of prior experience and the possession of other requirements.

The evaluation and scoring criteria is shown below. Application scores range from 0-100. In the event that the top scoring applications receive the same score, a site visit may be conducted to select the applicant that will be funded.

OA may, at its discretion, correct any obvious mathematical or clerical errors.

Category	Maximum Score
Program Description	15
Supportive Service Plan	15
Implementation Plan and Timeline	15
Organization Capacity	25
Program Personnel	15
Detailed Budget and Justification	15
Total	100

C. Application Evaluation Criteria

Application evaluation and scoring is based on the extent to which the applicant meets the following criteria:

Program Description **Maximum Score: 15**

- The program description demonstrates an understanding of the goals of the program, and the specific program objectives in *Section IV* and *TBRA Program Requirements* set forth in *Attachment 9 – TA Guide*.
- The proposed program meets the objectives set out by this RFA.
- The proposed activities are clear, measurable, appropriate, and specific to the objectives of this RFA.
- The applicant describes methods to inform and assist PLWHA in accessing the services identified in this RFA.

Supportive Service Plan **Maximum Score: 15**

The supportive service plan describes/includes:

- Names of proposed HIV/AIDS and other service organizations (including the applicant organization) and a description of the specific services they will offer the HOPWA participants;
- Actions to ensure 1) access to services, and 2) a plan for providing care as resident's health status changes, or to readily accommodate transition to other types of housing or care.
- Letters or draft agreements with local HIV/AIDS service providers (including private and government organizations) ensuring that program participants will have access to the range of needed services.

Implementation Plan and Timeline **Maximum Score: 15**

- Timelines for start-up and implementation are realistic and achievable.
- The implementation plan is reflective of the program description.

Organization Capacity **Maximum Score: 25**

Applicant demonstrates the following:

- Ability to undertake the proposed work, including, but not limited to, general knowledge of federal rental assistance programs, client confidentiality, fair housing law, tenant/ landlord law, and other related subjects;
- Capability and experience to ensure timely and appropriate implementation and to meet the ongoing objectives of the program;

- Internal quality controls, internal fiscal accounting controls, and budget monitoring procedures that are adequate to manage a program of this size and type, and that payments can be made in a timely manner;
- Evidence of similar or prior experience to provide services in a timely manner, and ability to manage fiscal resources responsibly;
- Experience serving PLWHA; and
- Cultural competency to work with a diverse population.

Program Personnel

Maximum Score: 15

- Personnel policies and practices assure that well qualified staff are hired and retained.
- Staff resumes are appropriate for the program.
- Applicant sufficiently describes how the program will be organized and staffed.

Detailed Budget and Justification

Maximum Score: 15

The *Detailed Budget* is reasonable for the proposed quantity and quality of activities in the *Program Description*, and the *Budget Justification Narrative* provides the level of detail outlined in this RFA.

XIV. NOTIFICATION OF INTENT TO AWARD

OA anticipates posting a Notification of the State’s Intent to Award an Agreement for HOPWA RFA 12-10480 by 5 p.m. on **September 30, 2013**, on OA’s website at: <http://www.cdph.ca.gov/programs/aids/Pages/OAFundingOpportunities.aspx>.

All applicants will be notified in writing of the funding decision.

XV. DISPOSITION AND OWNERSHIP OF THE APPLICATION

All materials submitted in response to this RFA will become the property of OA and are subject to the *Public Records Act (Government Code Section 6250, et seq.)*. Within the constraints of applicable law, OA shall use its best efforts not to publicly release any information contained in the applications which is privileged under *Evidence Code Sections 1040* (privileged official record) and *1060* (privileged trade secret) and which is clearly marked “Confidential” or information that is protected under the *Information Practices Act*.

XVI. AGREEMENT AWARD AND APPEAL PROCEDURES

The issuance of this RFA does not constitute a commitment by OA to award an Agreement. OA reserves the right to reject any or all applications or to cancel this RFA if it is in the best interest of the State to do so.

An Agreement shall be awarded to the applicant with the highest score who meets all program requirements as defined in this RFA.

Applicants who are not awarded may file an appeal with OA. The appeal must state the reason, law, rule, regulation, or practice that the applicant believes has been improperly applied with regard to the evaluation or selection process. There is no appeal process for late or incomplete applications.

Grounds for appeals shall be limited to assertions that OA failed to apply the correct standards for reviewing and evaluating applications as specified in this RFA. Disagreements with the content of the review committee evaluation are not grounds for appeals.

Appeals must be sent by overnight courier mail, and received by OA no later than five working days from the date of the Notice of Intent to Award. Hand delivery, fax, or e-mail will not be accepted.

Appeals are to be labeled and addressed as follows:

Overnight Courier:
Office of AIDS HIV Care Branch, HOPWA Program California Department of Public Health MS 7700 1616 Capitol Avenue, Suite 616 Sacramento, CA 95814-5052 (916) 449-5900

At the sole discretion of the Division Chief of OA, or his/her designee, OA may hold an appeal hearing with each appellant and render a decision based on the written appeal letter and evidence presented at the hearing. The decision of the Division Chief of OA, or designee, shall be the final remedy. Appellants will be notified in writing within 15 days of the hearing or the consideration of the written appeal if no hearing is held.

OA reserves the right to award the agreement when all appeals have been resolved, withdrawn, or responded to, to the satisfaction of the State.

XVII. MISCELLANEOUS RFA INFORMATION

In the event an Agreement is entered into, but later terminated, OA may enter into an Agreement with the qualified entity or organization having the next highest score in the evaluation process, for completing the remaining Agreement work.

In the case of inconsistency or conflict between the provisions of the resulting Agreement, this RFA, addenda to this RFA, and an applicant's response, such inconsistencies or conflicts will be resolved by first giving precedence to the Agreement, then to this RFA, any addenda, and last to the applicant's response. OA reserves the right, after Agreement award, to amend the resulting Agreement as needed throughout the term of the Agreement to best meet the needs of all parties.

XVIII. COOPERATIVE AGREEMENT TERMS AND CONDITIONS

The successful applicant shall enter into a written agreement that may incorporate, by reference, this RFA, the applicant's response to this RFA, and program description, detailed budget, and standard State Agreement provisions. The standard State Agreement exhibits contain terms that require strict adherence to various laws and Agreement policies. Please refer to *Attachment 10* for Agreement terms and conditions. OA encourages applicants to carefully review the Agreement terms and conditions for any impact on their application and/or to determine if the organization is able to comply with the stated terms and conditions, as little or no deviation from their contents will be allowed.

A meeting with OA and the selected contractor shall take place within 60 days of release of the Notice of Intent to Award. The purpose of the meeting will be to assure a common understanding of Agreement purposes, terms, budgets, timelines, and related issues.

XIX. ATTACHMENTS

- Attachment 1: Application Cover Sheet**
- Attachment 2: Application Certification Checklist**
- Attachment 3: Organization Information Sheet**
- Attachment 4: Payee Data Record – STD. 204 (if applicable)**
- Attachment 5: Level of Environmental Review Form**
- Attachment 6: Application Narrative Section Form**
- Attachment 7: Instructions to Complete Budget Forms**
- Attachment 8: Detailed Budget Forms (in Excel format)**
- Attachment 9: HOPWA TBRA Technical Assistance Guide**
- Attachment 10: Cooperative Agreement Terms and Conditions**