

**CITY OF CLEVELAND DEPARTMENT OF PUBLIC HEALTH
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)
2023-2025 GRANT**

Request for Proposals



Date of Issuance:

Friday April 14, 2023

Applications Due:

Monday May 8, 2023, at 4:00 p.m.

INTRODUCTION

The City of Cleveland is the recipient of a grant for the Housing Opportunities for Persons with AIDS Program (HOPWA) from the United States Department of Housing and Urban Development ("HUD") as a part of its fiscal year 2023/2025 Consolidated Plan.

The HOPWA Program provides resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of persons living with HIV/AIDS or related diseases ("PLWHAs") and their families. (For a definition of an "eligible" person, see Appendix A) HUD's focus of HOPWA is on housing activities including acquisition, rehabilitation and construction of Single Room Occupancy (SRO) facilities or community residences, rental assistance payments, and housing information services. Other related supportive services focused on housing stability are also eligible for funding including mental health, drug and alcohol abuse treatment and counseling, personal assistance, and nutritional services.

HIV/AIDS prevention programs are not eligible for funding under HOPWA.

The Department of Housing and Urban Development (HUD) in consultation with provider organizations and advocates established an outcome goal for the HOPWA program. The outcome goal is:

- Ensure that clients receiving support from the HOPWA program are in stable housing;
- Reduce the risks of homelessness of clients receiving HOPWA support; and
- Improve clients' access to health care and related supportive services.

Additionally, HUD has established the goal that **85%** of all clients receiving HOPWA permanent supportive housing assistance will achieve housing stability. The goal contends that at least **60% of clients receiving emergency or short-term assistance will achieve stable housing or reduced risk of homelessness**. HUD has amended reporting requirements for the HOPWA program to emphasize achievement of the program outcome goals.

The Cleveland Department of Public Health (CDPH), Division of Health Equity & Social Justice, in conjunction with the Cleveland Department of Community Development, is issuing this Request for Proposal (RFP) to interested parties for the provision of housing and related support services for PLWHA's in communities in the Greater Cleveland Metropolitan Area, which consists of five counties: Cuyahoga, Geauga, Lake, Lorain and Medina. After the City of Cleveland's June 2020 Declaration of Racism as a Public Health Crisis, Cleveland City Council introduced legislation to create the Division of Health Equity & Social Justice (HESJ) within the Cleveland Department of Public Health.

The focus of the HESJ Division is to find solutions to health inequities and disparities. The root causes of health inequities are systematic social, economic, and environmental disadvantages that affect groups of people. Health inequities are unfair and avoidable differences in health status and include outcomes such as rates of chronic diseases like asthma, diabetes, and hypertension, life expectancy, likelihood of incarceration, and economic disparities. The mission of the Division of Health Equity and Social Justice is to improve the health outcomes and the overall quality of life and to remove barriers to resources in order to create thriving neighborhoods and a thriving city. HIV/AIDS services and prevention and Ending the HIV Epidemic are a top priority of the HESJ Division.

All interested and eligible parties are invited to apply for this grant. Eligible applicants include not-for-profit organizations or governmental housing agency (**24 CFR 574.3**). Community-based organizations are encouraged to develop programs with linkages to established HIV/AIDS providers in order to bridge

the PLWHA housing and related service gaps. Proposals should clearly demonstrate knowledge and understanding of the targeted population's housing needs, strategies and interventions toward long term PLWHA housing capacity building.

Although not a requirement for this grant, applicants must be cognizant of the need to, and must plan to comply with all applicable Federal and State laws that relate to the protection of protected health information including but not limited to, the privacy provisions of the Health Insurance Portability and Accountability Act (HIPAA). HOPWA program regulations, **574.440**, require that organizations receiving funding through HOPWA must maintain the confidentiality of the name of any individual assisted through the program.

HOPWA funding is contingent upon availability of federal funds. Additionally, the awarding of all contracts under this RFP is contingent upon approval by Cleveland City Council. Therefore, the personnel expenditure portions of the proposed projects should be kept to a minimum. Projects should be directed toward long-term sustainable housing benefits to PLWHAs. Accordingly, all proposals should **emphasize realistic sustainability plans**.

The City of Cleveland reserves the right to not award any or all the funds available through this request for proposals process, based on the quality of the proposals submitted. **Additionally, in the event that all of the funds are not awarded during this process, the City of Cleveland may enter into direct negotiations with specific agencies for the development of specific programs and or services.**

Proposal review will utilize an objective review process to make funding recommendations to the City of Cleveland. CDPH staff members will review proposals through standardized review score sheet (see Attachment A). The objective review process recommendations will be presented to the CDPH administration for consideration. Final funding decisions will be made by the Director of Health and presented to Cleveland City Council for approval. The dates of City Council presentations will be announced to the public.

The CDPH will award grants to agencies for a ***two-year grant cycle*** that will begin ***June 1, 2023, through May 31, 2025***. However, all work plans and budgets should reflect a ***12-month period of June 1, 2023 – May 31, 2024***. Funded agencies will be expected to respond to a continuation RFP process in early 2024 to be eligible for 2024-2025 funding based upon the availability of funds. The City anticipates approximately awarding up to **\$2,356,937** dependent upon final notification of HUD funding.

The following are the categories of projects eligible to receive HOPWA funding:

Category I: Short-Term Supported Housing Assistance (STSH) (Appendix B)

Category II: Short Term Rental Assistance Payments (ARAP/ STRMU) (Appendix C)

Category III: Tenant Based Rental Assistance (TBRA) (Appendix D)

Category IV: Permanent Housing Placement (PHP) (Appendix E)

Category V: PLWHA Housing Related Supportive Services - PLWHA Housing Information Services, CBI/Case Management, Nutrition and Workforce Development. (Appendix F)

For examples of specific activities that may be funded by HOPWA (Appendix G).

RFP TIMELINE & SUBMISSION REQUIREMENTS

Date of Issuance of RFP: Friday, April 14, 2023

RFP Due Date: Monday, May 8, 2023 at 4:00 p.m.

All proposals received after the due date/timed will not be accepted.

Technical Assistance Session

A virtual technical assistance session for potential applicants will be held on **Thursday, April 20, 2023, 10:00 – 11:30 a.m.**, via Microsoft Teams. All sections of the Request for Proposal will be reviewed at the time and ample opportunity for questions will be provided.

RSVP to:

Tiffany Greene, M.Ed.
HIV/STI Project Coordinator
Cleveland Department of Public Health Office of HIV/AIDS Services
TGreene@clevelandohio.gov
(216) 666-4876

Submission

Applications must be submitted electronically **and** in paper form. Electronic submissions must be emailed to the address: ohas@clevelandhealth.org in Microsoft Word or Adobe Acrobat file format ONLY.

Use this file name format:

HOPWA - Agency Initials – Month - Year. Example: HOPWA - ABD Org – TBRA – 2023

The paper submission must include the original (with signatures) and four copies (5 copies total) of the proposal and all necessary supporting documentation. Proposals and questions should be addressed to:

Tiffany Greene, M.Ed.
HIV/STI Project Coordinator
Cleveland Department of Public Health Office of HIV/AIDS Services
TGreene@clevelandohio.gov
(216) 666-4876

ELIGIBILITY REQUIREMENTS AND FUNDING RESTRICTIONS

Minimum Qualifications:

- A. The applicant must have one full year of experience providing direct services to PLWHAs **or** the applicant must have two full years of experience providing direct services to the general population. HOPWA regulations (**24 CFR 574.3**) require that an eligible not-for-profit organization must: *“Have among its purposes significant activities related to providing services or housing to persons living with HIV or acquired immunodeficiency syndrome or related diseases.”*
- B. The applicant must be a public housing agency or a not-for-profit or not-for-profit provider. Not-for-profit applicants must have received (not pending) an Internal Revenue Code tax-exempt determination and be registered with the State of Ohio as a not-for-profit organization and have a current status with the Ohio Secretary of State.
- C. Agencies having unresolved payroll tax obligations (i.e., Social Security/FICA or State Unemployment Tax/SUC) are not eligible for funding. Agencies having documented payment agreements, approved by the relevant government entity, and to which they are current, are eligible to apply. An organization with serious unresolved HUD monitoring findings and/or an outstanding audit finding of a material nature regarding the administration of a HUD or HOPWA funded program is also ineligible for funding.
- D. Eligible applicants must submit a separate, complete application for each Category under which they propose to provide services. *Multiple proposals by a single applicant are permissible.*
- E. All services funded under this grant must be provided in an outpatient, ambulatory care, community-based or home setting. *No funds will be awarded for inpatient services.*
- F. All recipients of grant funds must actively make available funded services to **PLWHAs at 80% Area Median Income (AMI)**, their families and other underserved populations of persons who are living with HIV/AIDS.
- G. Funds may not be used to provide items or services for which payment has already been made or can reasonably be expected to be made by third-party payers including Medicaid, the Medicaid Waiver, Medicare and/or other state or local entitlement programs, prepaid health plans, or private insurance. Health services can only be provided to eligible individuals who are living with HIV/AIDS and not family members. Additionally, a case-by-case determination must be made provided that the individual has no other source of funds (including those specified above) from which to cover health care expenditures. **574.300(b)(7).**
- H. Applicants awarded funding will be required to comply with liability insurance specifications established by the City of Cleveland and must submit documentary proof of said insurance requirements as part of the contracting process.
- I. All proposals must comply with all federal, state, and local housing; licensure; zoning standards;

and requirements.

- J. All applicants awarded funds shall be required to comply with the reporting requirements listed in Appendix H attached herewith.
- K. All applicants awarded funds shall be required to enter into a written agreement with the City of Cleveland, with said agreement containing, at a minimum, all federal requirements necessary to accept HOPWA funds.
- L. **All payments from HOPWA funds will be made on a cost-incurred or reimbursement basis,** unless a determination is made by the Director of Public Health that payment by reimbursement only negatively impacts the ability of the agency to provide prompt services to clientele. Applicants awarded grants may petition the Director of Public Health for an alternative payment following notification of the grant award.
- M. All funded applicants will be expected to participate in a community group meeting (to be determined) and public awareness activities.

PROPOSAL FORMATTING AND SUBMISSION

Each proposal must meet the following format requirements. Failure to do so will result in exclusion from the funding process.

- A. **Pages must be numbered.** This includes the sequential numbering of all pages of all attachments that follow your proposal narrative.
- B. A cover page (attached herewith as Attachment 1) identifying the organization, contact person with address and telephone number and the Category for which funding is being sought, must be the first page of every copy. An application checklist (attached as Attachment 2) must be the second page of every proposal copy.
- C. The text in all narrative sections should be **11-point font, Calibri**. Margins should be set to no less than 0.75-inch. Use “people-first” language.
- D. **Begin each section of the narrative on a new page.** Limit your answer to the amount of space specified for that particular section of the narrative.
- E. Deadline extensions will not be granted for any reason.
- F. No faxes will be accepted.
- G. Submitted proposals are to be reviewed by Cleveland Department of Public Health reviewers

APPLICATION COMPONENTS

All proposals must include all of the following components, except as otherwise noted. Each section of the narrative must begin on a new page. Applicants must submit a separate, complete application for each Category for which funding is being sought.

- A. **If an applicant is submitting more than one proposal** in a Category, the applicant must complete all components for each proposal.
- B. **If two agencies wish to collaborate on a project**, only one proposal should be submitted, with one of the agencies designated as the principal agency assuming administrative and fiscal responsibility. The principal agency should complete all Components of the proposal. The secondary agency must complete Components D3 through D6 separately for submission with the proposal.
- C. **Only those applicants applying for extended funding approval** of currently funded projects must complete Component E.
- D. **Applicants should use local data current within the last 5 years.** If national data is used for comparison, be specific as to how it directly relates to your proposal.
- E. **A distinction should be made between the number** of new, unduplicated clients and previously served clients.
- F. **Time frames used for explanation** of services should be clearly defined.

PROPOSAL FORMATTING & SUBMISSION

Project Abstract/Capability of Applicant: (maximum of two pages)

The Project Abstract should provide an overview of the grant proposal. The abstract should, at a minimum, include:

- Name of organization and brief description of services provided by agency
- Summary of the proposed program's project Category, major objectives, and requested budget amount (total should be the same as listed on Budget Forms 1 & 2).
- What needs in the community will be addressed and how will they be impacted
- Brief description of the target population, both geographically and demographically, and the identified service needs of this population
- Describe established linkages with the target population and your experience serving persons living with HIV/AIDS (PLWHAs).

Program Narrative (maximum nine pages):

The Program Narrative should include:

Target Population (maximum of one page)

Describe the population you intend to serve, including the geographic region or community area, the extent of HIV/AIDS infection within the target population, and their socio-demographic and behavioral characteristics.

Identified Service Needs (maximum of one page)

Describe existing medical and social service resources for the target population within the geographic region or community area. Identify gaps in the current system of service delivery for PLWHAs within this geographic location and describe how this proposal will attempt to fill those gaps.

Objectives (maximum of one page)

All objectives should be measurable, and the expected results should be described in realistic terms. The objectives should quantify services to be delivered according to the standardized units identified for the particular category as listed in the applicable appendix attached herewith. Additionally, each applicant should further define service units to reflect specific scopes of service to be delivered. Each scope should include the number of service units to be provided, the number and type of clients to be served, and the length of time covered by each scope. A distinction should be made between the number of new clients and previously served clients.

Program Approach and Methodology (maximum of three pages)

Describe your approach and explain why this approach meets the HOPWA goals: ensure that clients receiving support from the HOPWA program are in stable housing; reduce the risks of homelessness of clients receiving HOPWA support; and improve clients' access to health care and related supportive services. Describe in detail the major activities that you will use to meet your objectives and the specific methods you will use. Discuss how the project will be managed and staffed, and how it will be linked to other programs in the community. Describe in detail your plan to make these services known to underserved populations.

Collaboration and Coordination (maximum of two page)

Identify existing systems of care in which you actively participate. Describe the role of your agency in these systems and methods of participation. Describe your plan to integrate and/or coordinate the delivery of service with other HIV service providers, including your plan to participate in established systems of care. **Applicants who are submitting proposals for Category I** projects are strongly encouraged to demonstrate plans to form linkages with agencies supplying supportive services and to demonstrate plans to coordinate service delivery with recipients of funds provided under Parts A and B of the Ryan White Care Act. **Linkages with providers participating in the Homeless Continuum of Care are strongly encouraged.** These linkages should expand the possible housing alternatives available. Letters of intent to coordinate services should be appended.

Monitoring and Evaluation (maximum of one page)

Identify and discuss the concrete, measurable methods your agency will use to monitor the accomplishments of program activities and determine if objectives have been met.

Prior Performance Data (maximum of three pages)

Describe in detail the progress of the stated goals and objectives of the previous two years as it relates to your program. Describe in detail the challenges to program implementation in addition to success and program solutions.

- List the number of clients served both duplicated and unduplicated.
- Indicate if your objectives were met, or not. In narrative form, detail the reason behind any goals that were not met and what changes have been made to ensure the 2023-2024 goals will be accomplished?
- Describe any fiscal challenges and possible solutions you encountered during the previous two grant cycles.
- **Case Load** – Please list all Housing Case Managers, Fund Source and Total Case Load

Housing Case Manager	Fund Source (HOPWA or RW)	Total Case Load
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- **Total Clients per Agency** – Specify the total number of agency clients and how many of those use Housing (ARAP, TBRA, PHP, and STSH) and/or Support Services.

Agency Name	Total HIV+ clients	HCM Clients	Nutrition Clients
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Program Work Plan (maximum of three pages)

Prepare a detailed step-by-step monthly work plan that will serve as a management tool for monitoring the progress of program activities and service, and a method for amending them, as may be necessary, over time. The work plan must include the measurable, time-specific program objectives identified in the project narrative; series of activities that are necessary to achieve each objective; persons responsible for implementation; milestones that will be used to determine if activities are on course; target dates for completion; and expected outcomes. Timeframes should be specific and clearly defined.

Supporting Documentation

The following documentation must be appended for each proposal:

1. Service Provider Profile and related documents (Attachment Four).
2. Letters of Intent to collaborate, and/or existing linkage agreements with service providers of other agencies. These should be as specific as possible concerning each party's obligations. Do not append general letters of support.
3. Program descriptions, including treatment protocols, intake and assessment procedures, program eligibility forms, client eligibility or behavior rules and regulations, etc. These materials must be relevant to the project for which funding is being requested. Describe client housing stability/case plans.

Do not attach any other documentation, such as annual reports, newsletters or brochures.

Proposal Budget

Each proposal must include:

1. Line-item budget
 - a. Each applicant must include a standard line-item budget. Budget categories should include, but are not limited to, personnel costs itemized, fringe benefits, costs for equipment and supplies, program costs, and indirect administrative costs.
 - b. **NOTE: Administrative costs, including indirect costs, cannot exceed 7% of the total of program expenses.**
2. Detailed budget narrative/justification (maximum of two pages)
 - a. Budget justifications are required for all costs that will be incurred for the direct support for the grant-sponsored project. The following are key elements that are to be included in the budget justification:
 - i. A description of the expense or service;
 - ii. How it relates to and benefits the project;
 - iii. The anticipated cost;
 - iv. A basis for the level of service proposed and the number of clients you intend to serve.
 - v. For each staff position for which partial funding is requested, provide the other sources of support.
 - vi. If applicable, include a description of how your agency applies a sliding fee scale for other available services.
 - vii. Any other information that will aid the grantor in evaluating and funding the proposed item of cost

Professional Development/Conferences

HUD issued memorandums providing guidance to recipients of Housing Opportunities for Persons with AIDS (HOPWA) formula and competitive grants on the use of HOPWA grant funds to pay for the cost of grantee or project sponsor staff attending conferences taking place in 2023. For example: the 2023 National Conference on Social Work and HIV/AIDS; USCHA Conference and others

Awaiting similar notification for other conferences.

Fiscal Support Documentation

Fiscal documentation - Only one (1) copy electronic submission required per agency regardless of the number of proposals submitting:

- A. Agency Budget (maximum of five pages)
Attach a copy of your agency's overall budget for the current fiscal year, with a "breakout section" that delineates your HIV/AIDS programming. Specifically note any factors that impact the approved budget, such as changes in previously budgeted funding, personnel, or scopes of service.
- B. Outside Funding
Please complete Attachment 6 that details outside funds applied for and/or received to provide partial support for the proposed projects, to leverage HOPWA funding.
- C. Debt Resolution (no page limitation)
Any applicant with outstanding payroll tax obligations (e.g., FICA, SUC) must submit documentation regarding debt resolution.
- D. Financial Statement (no page limitation)
Please provide an audited financial statement for the applicant's latest fiscal year (*if statement has been submitted in the last 12 months please indicate when and to whom submitted*).
- E. 2023 Non-Competitive Bid Form
Please submit one (1) notarized copy. (*if form has been submitted for a city project for the current calendar year of 2023 please indicate when submitted or include a copy of the signed and notarized copy*).

REVIEW AND AWARD CRITERIA

Complete applications will be reviewed and evaluated in the following areas:

Cover Sheet & Program Abstract – 5 Points: Is there a concise description of the proposed project? Does the agency have experience with the service, and/or target population? Does the proposal identify target population to be served, number served and total budget? Does the applicant describe HIV infection, demographic and behavioral characteristics within the target population?

Target Population - 5 Points: Does the application adequately describe the target population? Does it describe the extent of HIV/ AIDS infection among this population? Are demographic and behavioral characteristics of the target population identified?

Identified Service Needs - 5 Points: Does the application adequately identify existing services for the target population/geographical area and are service gaps identified and quantified; is it clear how the gaps were determined?

Program Objectives and Methodology - 5 Points: Are the objectives clearly stated, measurable, and time-phased? Does the application include a realistic and detailed approach for meeting stated objectives, including major activities and specific methods? Does the proposal narrative state concrete outcomes and delineate ways to measure program success and client satisfaction? Does the application include an adequate plan for making housing and services known to underserved populations?

Systems Collaboration - 5 Points: Does the applicant agency adequately describe its participation, or plan to participate in existing systems of care? Does the application adequately describe the plans to coordinate service delivery with other providers? Does the applicant agency demonstrate an understanding of existing systems of care? Is the commitment to coordinate services reflected in letters of support?

Monitoring and Evaluation - 5 Points: Does the application clearly identify a means for monitoring program success? Does the application include an adequate and realistic plan for collecting required information on services and clients? Has the applicant correctly completed all sections of the Service Provider Profile?

Work plan - 5 Points: Does the application include a detailed and logical program? Does it reflect program objectives, related activities and program milestones? Are components linked? Does the work plan provide a tool for measuring the progress of the program? Is the work plan consistent with the budget?

Budget - 5 Points: Does the budget reflect the total cost of the proposed program, including in-kind costs? Does the applicant appear to have the ability to realistically provide the listed in-kind costs? Does the budget justification provide a basis for the level of service proposed and the number of clients targeted? Does the requested funding account for more than 50% of the agency's total operating budget for the project year? Is the request reasonable? Are detailed provisions for the timely hiring of staff included? Is the level of supervisory staff and administration consistent with the scope of work and 7% administrative overhead limitations? Does the applicant demonstrate the ability to efficiently expend funds within the allowed time period? Were there fiscal concerns identified to which no time- framed solution was documented?

Prior Performance Data – 5 points: Describe in detail the progress of the stated goals and objectives of the previous two years as it relates to your program. Describe in detail the challenges to program implementation in addition to success and program solutions.

APPENDIX A

DEFINITION OF AN ELIGIBLE PERSON

“Eligible person” means a person living with AIDS (acquired immunodeficiency syndrome) or related diseases who has a low-income, and the person’s family. Family means a household composed of two or more related persons. The term family also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well-being **(547.3(2))**. A low-income person is an individual or family whose income does not exceed 80 percent of the AMI.

PLWHA’s or family members are eligible for Category V housing information services regardless of income.

Any person living in proximity to a community residence is eligible to participate in that residence’s community outreach and educational activities regarding AIDS.

APPENDIX B

CATEGORY I

SHORT-TERM SUPPORTED HOUSING ASSISTANCE

Definition and Purpose

Short-Term Supported Housing facilities are an eligible activity under the HOPWA program. Short-term facilities are intended to provide temporary shelter to eligible individuals to prevent homelessness and allow an opportunity to develop an individualized housing and service plan to guide the client's linkage to permanent housing.

Program Requirements

1. An agency receiving funds for Short Term Supported Housing assistance must ensure housing case management services be offered to clients free of charge.
2. Beneficiaries: These facilities provide temporary shelter to persons living with HIV/AIDS (PLWHA) who otherwise are homeless.
3. Time Limits: "A Short-Term Supportive Housing facility may not provide residence for any individual for more than 60 days in any 6-month period." **24 CFR 574.330 (a)**
4. Residency Limitation: "A Short Term Supported Housing facility may not provide shelter or housing at any single time for more than 50 families or individuals." **24 CFR 574.330 (b)**
5. Case Management: "A program assisted under this section shall provide each assisted individual with an opportunity to receive case management services from the appropriate social services agencies." **24 CFR 574.330 (e)**
6. Placement in Permanent Housing: Each short-term facility must, to the maximum extent possible, offer individuals residing in such housing the opportunity for placement in permanent housing. **24 CFR 574.330(c)**

APPENDIX C

CATEGORY II

SHORT TERM RENTAL ASSISTANCE PAYMENTS

(STRMU – Rent, Mortgage, Utilities)

- A. An agency receiving funds for short term rental assistance payments must ensure housing case management services be offered to clients free of charge.
- B. HOPWA regulations and statute limit short term assistance to no more than 21 weeks in any 52-week period. Organizations proposing to offer Short Term Rental Assistance Payments must have procedures in place to track compliance with this requirement. The set standard annual period for clients is the grantee's operating year of June to May. **HUD Short Term Rental Assistance is not an entitlement and need must be demonstrated through loss of income or an HIV/AIDS health-related issue.**
- C. HOPWA requirements limit this assistance to individuals and families who are already housed and who have a legal right to be occupying the residence (named tenants on lease, mortgagor, or the account holder for utility payments). Persons who are homeless are not eligible for this assistance.
- D. Payments under Short Term Rental Assistance are limited to no more than the equivalent of two months' rent according to the HUD established **Fair Market Rent schedule for the Cleveland area**. For a single individual residing in a one bedroom or efficiency unit, the maximum annual assistance is \$1000. For a family residing in a multi-bedroom unit, the maximum annual assistance is \$1,500. Households who have received the maximum annual assistance will be considered to have received the full 21 weeks of assistance and not be eligible for additional support in the program year.
- E. In keeping with the outcome goal for the HOPWA program, clients receiving assistance through the Short-Term Rental Assistance should be linked to a case manager who will conduct an assessment of client's housing situation and assist the client in developing a Housing Services Plan with the goal of establishing long term housing stability. A Housing Services Plan or update should be developed each time a client accesses Short Term Rental Assistance and submitted with client's application for Short Term Rental Assistance. A sample Housing Services Plan is provided in Attachment 7.
- F. The Housing Services Plan should enhance client self-sufficiency and help guard against repeated use of Short-Term Rental Assistance. Clients should also be assessed to determine eligibility for additional homeless prevention programs, including but not limited to the Section 8 program and those programs offered through the Veterans Administration. If eligible, clients should apply or be referred to such programs.
- G. Units should meet **HUD Habitability** requirements for safety and meet Section 8 standards in the event that client is later accepted into Section 8 program. **Habitability** requirements include being free of lead-based paint and the placement of working smoke detectors in the unit, among other requirements. (See attachments – HUD Habitability Standards, HUD Section * Standards and HOPWA Carbon Monoxide Alarms or Detectors)
- H. The Objectives, as required in **Section V. B3**, should quantify services to be delivered according to the following standardized unit in addition to other defined service units which reflect the specific scopes of service to be delivered:
- I. Category II Number of Unduplicated Clients

APPENDIX D

CATEGORY III

TENANT BASED RENTAL ASSISTANCE (TBRA)

An agency receiving funds for TBRA must complete the following with each client:

1. Housing case management services to clients free of charge.
2. Income verification and subsidy calculation.
 - a. All HOPWA beneficiaries must be income eligible (family household income below 80% of area median income). Incomes must be verified annually.
 - b. Clients receiving tenant based rental assistance, project based rental assistance, or living in a unit leased by a sponsor or a facility supported by HOPWA operating funds must pay rent.
 - c. Rent is determined to be the greater of 30% of adjusted income or 10% of gross income.
 - d. The HUD regulations for income verification and subsidy calculation for HOPWA are the Part 5 Requirements.
3. Determination of maximum subsidy;
 - a. The maximum subsidy is the difference between: the rent standard or the reasonable rent (whichever is lower) and the client's contribution, as calculated under **24 CFR 574.310**.
 - b. Rent reasonableness means the rent charged must be reasonable in relation to rents currently being charged for comparable units in the private (unassisted) market.
 - c. Rent reasonableness must be documented for tenant- and project- based rental assistance and included in the assisted client's file.
 - d. The rent standard may not exceed the HUD published Fair Market Rents or the HUD-approved community wide exception rent.
 - e. On a unit-by-unit basis, the grantee can increase the amount by up to 10% for up to 20% of the units assisted.
4. Assessment of subsidy standards to verify that the assisted household is occupying the appropriately sized unit;
 - a. HUD will only provide subsidies to families living in appropriately- sized units.
 - b. The goal is to subsidize the smallest sized unit possible without creating overcrowding.
 - c. An individual or a couple is eligible for a studio or a one-bedroom unit. When children are involved, depending on their age and gender, multiple bedrooms may be required. A household may occupy a unit larger than specified by the subsidy standards, but in such instances, the subsidy must be calculated based on the Fair Market Rent of the appropriately sized unit.
 - d. Residing with family members: Renting from family members is prohibited, but when a HOPWA-eligible individual lives with family members, the specific circumstance must be taken into consideration when determining the rent subsidy

APPENDIX E

CATEGORY IV

PERMANENT HOUSING PLACEMENT (PHP)

Permanent Housing Placement (PHP) is an eligible supportive service activity under the HOPWA program, the goal of which is to help establish permanent residence when continued occupancy is expected.

Program Requirements

- A. An agency receiving funds for Permanent Housing Placement must ensure housing case management services be offered to clients free of charge.
- B. Eligible Expenses
 - a. Costs associated with locating housing:
 - i. Housing referral
 - ii. Tenant counseling, e.g.:
 - iii. Understanding a residential lease and its obligations
 - iv. Mediation of disputes
- C. Costs associated with placement in housing - up to \$1,400 per individual client, and \$2,000 per family.
 - a. Application fees and credit check expenses
 - b. First month's rent and security deposit (not to exceed two months' rent) for clients who are able to secure housing in which they are expected to reside on a continuing, on-going basis.
 - c. One-time utility connection fees and processing costs.
- D. Ineligible Expenses (no exceptions)
 - a. Moving costs, standard furnishings, Housekeeping/household supplies
- E. Recovery of Deposits
 - a. Security deposits are program funds that must be returned to the program when the assisted tenant leaves the unit.
 - b. Programs must maintain a record of all security deposits and are required to track the use of such funds and monitor the return of such funds when they are no longer required as security deposits.
 - c. Good faith effort must be made to recover program funds upon the departure of the beneficiary from the unit.
 - d. Funds that are returned to the agency are considered Program Income and can only be used for eligible HOPWA activities.
- F. The Objectives, as required in Section V. B3, should quantify services to be delivered according to the following standardized unit in addition to other defined service units which reflects the specific scopes of service to be delivered:

Category IV

Number of Unduplicated Clients

APPENDIX F

CATEGORY V

PLWHA HOUSING RELATED SUPPORTIVE SERVICES

- A. Funding priorities for Category I-IV proposals will be given to Non-Ryan White Eligible Services.
- B. An agency receiving funds for PLWHA related supportive services and PLWHA housing information services must offer the services to clients free of charge.
- C. HOPWA Supportive Services should be activities which can be directly related to enabling housing stability for clients.
- D. The Objectives, as required in **Section V. B3**, should quantify services to be delivered according to the following standardized unit in addition to other defined service units which reflect the specific scopes of service to be delivered:

Category V

Number of unduplicated Client Contacts

APPENDIX G

AUTHORIZED HOPWA ACTIVITIES

The following activities may be carried out with HOPWA funds:

1. Housing information services including, but not limited to counseling, information and referral services to assist an eligible person to locate, acquire, finance and maintain housing. This may also include fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, sexual orientation, age, national origin, familial status, or handicap;
2. Resource identification to establish coordinate and develop housing assistance resources for eligible persons (including conducting preliminary research and making expenditures necessary to determine the feasibility of specific housing- related initiatives);
3. Acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services;
4. New construction for SRO dwellings and community residences only;
5. Project-or-tenant-based rental assistance, including assistance for shared housing arrangements;
6. Short-term rent, mortgage, and utility payments to prevent homelessness of the tenant or mortgagor of a dwelling;
7. Supportive services including, but not limited to: mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal Government benefits and services, except that health services may only be provided to individuals with AIDS and not to family members of these individuals;
8. Operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies and other incidental costs;
9. Technical assistance in establishing and operating a community residence, including planning and other pre-development or pre-construction expenses and including, but not limited to, costs relating to community outreach and educational activities regarding AIDS or related diseases for a person residing in proximity to the community residence.

APPENDIX H

REPORTING REQUIREMENTS

All agencies receiving HOPWA funds will be required to provide extensive, detailed reporting requirements as specified by HUD.

Organizations receiving HOPWA funds shall be required to submit the following reports:

1. Program Reports must be submitted monthly and must address in narrative form progress in implementing funded services, issues or problems that arise, which may impede service delivery, and strategies for resolution. Reports should address both project progress during the reporting period and cumulative progress.
2. Documentation of Services and Costs must be submitted with each monthly program report. Using the reporting system currently under development for the Department of Housing and Urban Development (HUD), grantees will be required to document for each unduplicated client the following information: income, age, demographic characteristics, HIV transmission category, stage of HIV-related illness, and insurance status of each unduplicated client. Additionally, grantees will be required to report the type/category of services delivered, and specific information relating to that service such as number of units of service, cost per unit of service and average number of units delivered per client. ***Complete information regarding reporting requirements including the potential need to provide the data elements required under HUD's IDIS, CAPERS and Homeless Management Information System (HMIS) will be provided to all successful applicants.*** All programs are also responsible for tracking of leveraged funds from non-HOPWA sources that benefitted HOPWA clients served during the program year.
3. Expenditure Reports (Attachment 8) must be submitted at the end of each month identifying the actual reimbursable expenses of each category of service per line item in accordance with the approved budget. A brief explanation of expenditure variances must also be included. Actual back up documentation (i.e., original invoices, receipts) must be available for inspection by CDPH on request. If required documentation is missing or incomplete your monthly requested reimbursement will be reduced by that costs and must be resubmitted the following reporting month.
4. Stewardship Reporting Project Sponsors that have received funding for acquisition, rehabilitation or construction (Category 1) projects must annually report for the duration of the continued use period (generally 10 years from date of initial occupancy) the number of assisted units and leveraged funds, as well as providing a certification that the property continues to be used to provide housing for HOPWA eligible clients. This reporting is required for the duration of the continued use period regardless of whether the Project Sponsor continues to receive funding through HOPWA.

SUBMISSION REQUIREMENTS

1. All reports (Fiscal & Programmatic) will be due the **10th** of every month; if the 10th falls on a weekend (Saturday/Sunday) day the report will be due the **prior Friday** (report submission schedule below).
2. All reports will be due by **12 PM** based on the reporting schedule below
3. All grants are on a monthly reimbursement cycle – this is not new. However, if supporting documentation is not submitted correctly or timely you will not receive payment for those specific items until the next reporting month.

HOPWA Reporting Schedule (2023-2024 Grant Year):

Report Month	Due Date	Report
June 2023	July 10, 2023	Fiscal/Program
July 2023	August 10, 2023	Fiscal/Program
August 2023	September 8, 2023	Fiscal/Program
September 2023	October 10, 2023	Fiscal/Program
October 2023	November 10, 2023	Fiscal/Program
November 2023	December 8, 2023	Fiscal/Program
December 2023	January 10, 2024	Fiscal/Program
January 2024	February 9, 2024	Fiscal/Program
February 2024	March 8, 2024	Fiscal/Program
March 2024	April 10, 2024	Fiscal/Program
April 2024	May 10, 2024	Fiscal/Program
May 2024	June 10, 2024	Fiscal/Program
FINAL REPORT	July 10, 2024	CAPER – Annual Report

Report Submission:

FISCAL reports via email to: CDPHFISCAL@city.cleveland.oh.us

PROGRAM reports via email to: OHAS@city.cleveland.oh.us

APPENDIX I

CONFLICT OF INTEREST REQUIREMENTS

In addition to the conflict of interest requirements in **OMB Circular A-102** and **24 CFR 85.36 (b) (3)**, no person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee or project sponsor and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.

ATTACHMENT 1

APPLICATION COVER SHEET

1. Agency Name:
2. Contact Name and Agency Address:
3. Telephone:
4. Geographic/Community Areas served:
5. Services and Funding requested:
Note: amounts requested in each service category must include administrative overhead for that category

Category I Short-Term Supported Housing Assistance (STSH): \$ _____

Category II Short Term Rental Assistance Payments (STRMU): \$ _____

Category III Tenant Based Rental Assistance Payments (TBRA): \$ _____

Category IV Permanent Housing Placement (PHP): \$ _____

Category V PLWHA housing related supportive services/PLWHA housing information services: \$ _____

TOTAL REQUEST

\$ _____

ATTACHMENT 2

APPLICATION CHECKLIST

Name of Applicant Agency/Project:

Please review this checklist to ensure that your application is complete. Enclose this checklist with your application. Applications, which do not contain a copy of each of the items below, will be considered incomplete and may not be reviewed.

1. Application Cover Sheet (Attachment 1)	
2. Application Checklist (Attachment 2)	
3. Certification of Consistency (Attachment 3)	
4. Project Abstract/Capability of Applicant (two page)	
5. Program Narrative	
a) Target Population (one page)	
b) Identified Service Needs (one page)	
c) Objectives (one page)	
d) Program Approach and Methodology (three pages)	
e) Collaboration and Coordination (two page)	
f) Monitoring and Evaluation (one page)	
6. Prior Performance Data (three pages)	
7. Program Work Plan (three pages)	
8. Financial Information	
a) Line-Item Budget	
b) Detailed Budget Justification (two pages)	
c) Internal Revenue Service Verification	
d) Agency Budget (five pages)	
e) Outside Funding (one page)	
f) Debt Resolution where applicable (no page limit)	
g) Financial Statement (no page limit)	
h) Non-Competitive Bid Form	
9. Request for Extended Funding (if applicable)	
10. Supporting Documentation	
a) Letters of Intent to Collaborate and	
b) Existing Linkage Agreements	
c) Program Descriptions (where warranted)	
d) For Category 1 applicants Appendix B	

For agencies applying for funds under CATEGORY I, II, or III, ALL requirements of APPENDIX B, C AND D respectively, MUST be included in the application.

PROVIDE A LISTING OF YOUR CURRENT HIV/AIDS FUNDING (INCLUDE AMOUNT, CONTRACT PERIOD, SERVICE PROVIDED AND SOURCE)

DURING 2022 & 2021 DID YOUR ORGANIZATION PARTICIPATE IN CONTINUUM OF CARE OR CONSOLIDATED PLAN PLANNING ACTIVITIES? TO WHAT EXTENT?

DOES YOUR ORGANIZATION PARTICIPATE IN THE HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)?

WHEN WAS YOUR MOST RECENT ANNUAL INDEPENDENT AUDIT (CONDUCTED BY A CPA) COMPLETED? WHAT WERE THE AUDITOR'S FINDINGS?

HOW FREQUENTLY DOES YOUR BOARD OF DIRECTORS AND/OR BOARD FINANCE COMMITTEE REVIEW BUDGET TO ACTUAL FINANCIAL STATEMENTS?

WHAT PLANS HAVE YOU MADE TO ACCOMMODATE THE FISCAL EXPANSION THAT WOULD OCCUR DUE TO THE AWARD OF THESE AND OTHER FUNDS?

DOES YOUR ORGANIZATION OWE ANY FEDERAL OR STATE PAYROLL TAX OBLIGATIONS (WITHHOLDING, SOCIAL SECURITY, UNEMPLOYMENT, ETC.)? IF YES, DESCRIBE HOW THIS SITUATION AROSE AND DELINEATE THE STEPS TAKEN TO RESOLVE THIS DEBT AND PREVENT ANY RECURRENCE: (APPEND A COPY OF YOUR FORMAL AGREEMENT WITH THE APPROPRIATE STATE/FEDERAL REVENUE AGENCY.)

LIST ANY DISCIPLINARY OR INVESTIGATIVE ACTION CURRENTLY PENDING BY ANY PROFESSIONAL BODY OF LOCAL STATE, OR FEDERAL BRANCH OF GOVERNMENT:

LIST ALL PENDING LITIGATION TO WHICH YOUR ORGANIZATION IS A PARTY THAT IS RELATED TO YOUR HIV/AIDS PROGRAMMING:

LIST ALL OUTSTANDING LIENS AND JUDGEMENTS:

ATTACHMENT 6 PROGRAM BUDGET FORM

Name of Agency: Name of Fiscal/Lead Agency: Name of Program/Project: Total Project Budget: Total request to CDPH:				
PROJECT INCOME				
	Anticipated	Committed	Total	
Income/Revenue				
CDPH (itemize below)			\$0	
Foundations			\$0	
Government Contracts			\$0	
Corporations			\$0	
Other			\$0	
Total Project Income	\$0	\$0	\$0	
EXPENSES				
	CDPH Request	Other Funding	Total*	
<u>Direct Program/Project Expenses</u>				
Personnel Expenses				
Salaries and Wages			\$0	
Benefits			\$0	
Non-Personnel Expenses**				
Contract Services/Consultant Fees			\$0	
Program supplies			\$0	
Transportation/mileage			\$0	
Other (specify)			\$0	
Other (specify)			\$0	
Other (specify)			\$0	
Subtotal Direct Program/Project Expenses	\$0	\$0	\$0	
<u>Overhead</u>				
Comprised of: Rent				
Utilities				
Technology costs				
Shared Office Supplies				
Development/Fundraising				
Accounting/Audit				
Insurance				
Other (specify)				
Subtotal Overhead (not to exceed 10% of project/program expenses subtotal)	\$0			
<u>TOTAL EXPENSES</u>		\$0	\$0	
Excess (Deficiency)			\$0	

ATTACHMENT 7

SAMPLE HOUSING CASE PLAN

NAME or ID#: _____ DATE: _____

Current housing situation: _____

Number in household: _____

Housing Objective

- Establish or better maintain a stable living environment.
- Improved access to HIV treatment and other healthcare support.
- Reduced the risk of homelessness among people living with HIV/AIDS and their families.

Assessment

This section is designed to be used with the Housing Application and Assessment form to:

- Help keep the focus on immediate needs while assisting in the development of long-term housing plans.
- Help determine the feasibility of independent housing vs. supportive living environments.

Plan

- Please complete all three sections of plan below.

1. List any problems identified in the Housing Assessment and Budget (may include others not listed in assessment):

2. Housing Goals:

	Date to	Who?	Who?
Emergency Housing Goal:	Complete	C/M/H/A	Client
a) Steps/Objectives:			
b) Steps/Objectives:			
c) Steps/Objectives:			
d) Steps/Objectives:			

Transitional Housing Goal:

a) Steps/Objectives:

b) Steps/Objectives:

c) Steps/Objectives:

d) Steps/Objectives:

Permanent Housing Goal:

a) Steps/Objectives:

b) Steps/Objectives:

c) Steps/Objectives:

d) Steps/Objectives:

My Signature below indicates my agreement with and commitment to this housing plan. I recognize that with my consent, my Housing Advocate/Case Manager may revise this housing plan over time.

Client Signature: _____ **Date:** _____

Housing Advocate/Case Manager: _____ **Date:** _____

Housing Plan Update: (leave blank if this is the first Individual Housing Plan)

1. Date of this follow-up: ____/____/____

Were goal(s) achieved (Check one):

____ Yes, definitely

____ Yes, generally

____ No, not really

____ No, definitely not

Please describe:

2. Date of this follow-up: ____/____/____

Were goal(s) achieved (Check one):			
<input type="checkbox"/> Yes, definitely	<input type="checkbox"/> Yes, generally	<input type="checkbox"/> No, not really	<input type="checkbox"/> No, definitely not
Please describe:			
3. Date of this follow-up: _____/_____/_____			
Were goal(s) achieved (Check one):			
<input type="checkbox"/> Yes, definitely	<input type="checkbox"/> Yes, generally	<input type="checkbox"/> No, not really	<input type="checkbox"/> No, definitely not
Please describe:			

Please describe what other resources besides HOPWA are being used to address the client’s housing issues:

ATTACHMENT 8**BUDGET FORM 1**

Name of Project _____

Applicant Agency _____

Grant Year: 2023-2024

Personnel		Hours Per Week on Project	Source of Project Funds		
Name	Position Title		Grant Funds*	Other Funds**	Total Project Costs
SUBTOTAL PERSONNEL					
FRINGE BENEFITS Insurance Social Security Retirement Disability Medical Dental					
TOTAL PERSONNEL					

* These are grant monies, which are being requested.

** These are monies outside the grant process which will help pay for the project (e.g., in-kind, or matching funds from another grantor, foundation, or the agency).

BUDGET FORM 2

Name of Project _____

Applicant Agency _____

Grant Year 2023-2024

Category	Grant Funds	Other Funds	Total Project Costs
TOTAL PERSONNEL (from prior page)			
Consumable Supplies Medical/Lab			
Office Educational			
Postage			
Travel Mileage			
Per Diem			
Lodging			
Registration Fees			
Rent			
Utilities			
Contractual Services			
Other Expenditures Phone			
Printing/Photo Coping			
TOTAL BUDGET			

Table should be amended as needed to include all applicable program costs.