



**The City of
OKLAHOMA CITY**

Planning Department

Housing and Community Development Division
420 W. Main, Suite 920 Oklahoma City, OK 73102

**NOTICE OF FUNDING AVAILABILITY
FOR
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) 2017-2018**

Introduction:

The City of Oklahoma City Planning Department Housing and Community Development Division (City) is soliciting proposals from experienced service providers for 2017-18 Housing Opportunities for Persons With AIDS (HOPWA) funds in the amount of \$620,252 allocated to the City of Oklahoma City by the U. S. Department of Housing and Urban Development (HUD) for use in providing housing and services to meet the needs of persons living with HIV/AIDS.

Applicants may submit proposals for all or part of the available funding under this solicitation. Submittals must be made electronically during the period **starting 1:00 pm July 14, 2017 and ending 5:00 pm July 28, 2017**.

A technical assistance/question & answer session will be held **on July 14, 2017 from 10:00 am to 11:00 am** in the **EMBARK Large Conference Room, 431 W. Main Street, Suite B**. Attendance is **required** for all proposing agencies.

Please contact Jerod Shadid at (405) 297-3608 or jerod.shadid@okc.gov for any questions you may have regarding this solicitation.

The City will review each proposal in regard to conformance with the guidelines outlined below as well as HUD's HOPWA program requirements. This solicitation outlines the type of programs requested and criteria that must be followed by each entity wishing to be considered for funding. Applicants can apply for all or part of the funds available. Available funds are drawn on a reimbursement basis.

Applicants will be notified by **August 1, 2017** of the time to answer any questions about their proposal for the Continuum of Care Board. The Board will meet on **August 4, 2017**, in Planning Department conference room, 420 W. Main, Suite 900. The Continuum of Care Board will make recommendations for funding. These recommendations will be presented to the Social Services Committee of the City Council on **August 15, 2017** (Executive Conference Room, 3rd floor, 200 North Walker at 8:00 am) for its recommendations before being presented to the City Council for final approval.

Applicants with projects approved for funding will enter into an Operating Agreement, which will define HOPWA program regulations and special project terms and conditions.

The solicitation and application form for the HOPWA program is available at <http://www.coalitiontoendpoverty.org/> . All applications must be submitted electronically to jerod.shadid@okc.gov cc: stacy.tarpley@okc.gov.

Section I. Eligible Applicants:

Applicants must be private nonprofit (registered 501c3) organizations and must demonstrate sufficient experience for the proposed activity or project and must have current capacity to administer and carry out this project.

Section II. Program Goals:

- Establish or better maintain a stable living environment.
- Reduce the risk of homelessness.
- Provide for an individualized comprehensive housing and services plan, including case management and improved access to and usage of HIV/AIDS treatment and other health care.
- Encourage the self-sufficiency and stability of participants by securing eligible mainstream resources and other services that bolster independence as well as employment for participants when feasible. (Mainstream programs may include Food Stamps, Ryan White Services, SSI, WIA and similar Federal and State programs).
- Coordinate with other public / private agencies serving persons with HIV/AIDS.
- Provide confidentiality for program participants.

The funds must be used within the Oklahoma City Eligible Metropolitan Statistical Area (EMSA), a seven county area of central Oklahoma (Canadian, Cleveland, Grady, Logan, Lincoln, McClain, and Oklahoma counties). Any program funded in whole or in part with HOPWA entitlement funds must serve eligible persons living anywhere within the EMSA, including those not within the jurisdiction of the City. Residents of the proposed housing must be individuals or families whose incomes meet federal and local guidelines.

Section III. Eligible Activities:

Applications can include one or more of the eligible HOPWA activities:

- 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;
- Acquisition, rehabilitation, conversion, lease, and repair of facilities to provide safe and decent housing;
- New construction;
- Project or tenant-based rental assistance, including shared housing arrangements;
- Short-term rent, mortgage, and utility payments to prevent homelessness;
- Supportive services, including health (eligible persons only), mental health services, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, customized employment services, day care, personal assistance, nutritional services, intensive care when required, and assistance gaining access to local State, and Federal government benefits and services;

Applicant administrative expenses cannot exceed a maximum of 7% of the grant request—the City retains 3% of the grant.

Section IV. Available Funding:

\$620,252
- 18,607 (City Admin.)
\$601,645 (7% Program Admin. is available for any program funded)

Section V. Proposal Submission:

Each application must be submitted via e-mail by the stated deadline to jerod.shadid@okc.gov cc: stacy.tarpley@okc.gov . The CITY reserves the right to request other project-related information at any time during the proposal review process. Successful applicants must submit a signed Anti-collusion Affidavit prior to contract award.

Section VI. Evaluation Criteria:

Other Scoring Elements	Scoring Description	Possible Score	Actual Score
Previous Experience	Experience serving PLWHA, compliance with previous funding requirements, or no monitoring issues	0-10	
Capacity	Agency has the ability to undertake the proposed work. Agency has internal quality controls, internal fiscal accounting controls, and budget monitoring procedures that are adequate to manage a program of this size and type.	0-10	
Eligibility Requirements	Description of how project will ensure and document compliance with HUD’s eligibility requirements for clients. Applicant must provide a plan and process. To receive maximum points plan must be clear and precise and/or already operating successfully.	0-10	
EMSA Area	Agency has a plan of how it will serve the seven county EMSA area.	0-10	
Housing Quality Standards	Description of how agency will ensure that each unit assisted with HOPWA funds meets HUD’s Housing Quality Standards	0-10	
Supportive Service Plan	Description of plan to ensure that that all HOPWA participants will receive supportive services, including a plan for providing care as a resident’s health status changes.	0-10	
Outcomes	Agency has program goals with measurable client outcomes.	0-10	
Collaboration with community partners	Description that agency is actively collaborating with community partners.	0-10	
Statement of Work	Overall description of proposed project, goals, and policies	0-20	
TOTAL SCORE		0-100	