



September 30, 2013

TO: Eligible Housing Opportunities for Persons with AIDS Program Applicants

FROM: Michael A. Hiler, Deputy Chief, Office of Community Development

SUBJECT: Fiscal Year 2013 Housing Opportunities for Persons with AIDS Program Application and Instructions – Notification of Funding Availability

In Fiscal Year (FY) 2013, the Ohio Development Service Agency, Office of Office of Community Development expects to distribute approximately **\$932,797 for the State of Ohio and \$274,481 for the City of Dayton totaling \$1,207,278** of Housing Opportunities for Persons with AIDS (HOPWA) Program funds on a competitive basis, to the following eligible applicants:

- Private, nonprofit organizations incorporated with Ohio's Secretary of State and granted 501(c)3 status by the Internal Revenue Service; and
- Units of local government, i.e., cities, townships, villages, counties, etc.

If multiple organizations in a community/area agree to submit one application to meet the entire community's/area's needs, a cover letter agreeing to the project, as described in the application, must be signed by the president of the board (nonprofit agencies) or department director (government agencies) of all agencies that will administer a portion of the project. This type of application is considered a community collaborative and will receive a competitive advantage over separate applications serving the same community/area.

Program Summary

The primary goal of the HOPWA Program is to provide project sponsors with the resources and incentives to devise and implement long-term comprehensive strategies for meeting the housing needs of low-income persons with acquired immunodeficiency syndrome (AIDS) or related diseases, and their families. Activities of primary importance are housing and services that assist low-income persons living with HIV/AIDS to obtain and maintain affordable housing.

HOPWA funds may be used to provide:

- Short-term rent, mortgage and utility payments to prevent homelessness;
- Tenant-based rental assistance (on a demonstration basis);
- Supportive services, including, but not limited to, case management, transportation, referral to health and mental health assessment, referral to drug and alcohol dependency treatment and counseling, day care, nutritional services, and assistance in gaining access to government benefits;
- Acquisition, rehabilitation, construction and repair of facilities to provide housing;
- Costs for operating a housing facility, including maintenance, security, operation, insurance, utilities, etc.;
- Housing information services; and
- Administrative expenses.

Program Requirements

1. Applicants must match the requested amount of HOPWA funds at a minimum ratio of 1:1.
2. The maximum grant request is based on the percentage of cases of persons living with HIV/AIDS within the project's service area when compared to the balance of state (areas outside the Columbus, Cincinnati, Cleveland service areas). Figures promulgated by the Ohio Department of Health are used for this calculation with an adjustment factor of no more than 20 percent pro-rata share for the HIV/AIDS cases in your county. The *State of Ohio HIV Infections Annual Surveillance Statistics* is available [online](#). The Office of Community Development may consider requests for amounts larger than the maximum amount; however, written approval from the Office of Community Development must be obtained.
3. **Contact the Office of Community Development immediately if the proposed project includes housing development activities.** This will facilitate coordination with appropriate persons regarding compliance with the Uniform Relocation Act and Environmental Review requirements. Failure to coordinate with the Office of Community Development on these compliance issues can prevent funding of the project.
4. No fee, except rent, may be charged of any eligible person for any housing or services provided with HOPWA funds.
5. Applicants are required to clarify any requests to use HOPWA funds for costs that may appear to be Medicaid reimbursable (i.e., case management, some health care related costs, etc.).
6. Costs associated with drug abuse and alcohol abuse treatment/counseling are not eligible. Eligible costs include referral or coordination-related activities rather than actual treatment.
7. Organizations serving a multi-county area must have an Outreach Plan detailing how outreach is conducted in each county served.
8. Organizations providing rental or mortgage assistance must develop a Housing Plan for each client receiving these services. The plan must include, at a minimum current needs, resources available, and a plan that will indicate how the client will be able to meet ongoing housing payments after the assistance is no longer available.
9. To assist in assessing program feasibility and local coordination efforts, the Ohio Development Services Agency reserves the right to discuss applications with the applicant and/or local officials/organizations.
10. The Ohio Development Services Agency reserves the right to fund proposals for a lesser amount than requested.

Rating Summary

Proposals will be reviewed and evaluated based on the following criteria:

1. Need: Projects will be evaluated based on the degree to which they meet the unmet needs of the community to be served by the program; need of the area's population for HOPWA eligible programming and services as described in the FY 2013 Consolidated Plan or the Community Housing Improvement Strategy; and extent to which the proposal is consistent with local needs and fits into a community-wide strategy addressing those needs.

2. Program Design: Projects will be evaluated based on the type and quality of proposed activities: emphasis on housing and housing-related activities, especially operation of a community residence providing long-term housing; outreach and referral systems; criteria for selecting residents for housing and services; method for verifying client eligibility and ensuring that client needs cannot be met through other programs; case management plan and how that plan will help meet the client's needs; measures ensuring that clients receive the appropriate type, delivery and level of service; and rationale for discontinuing or limiting services.
3. Coordination: Projects will be evaluated on the degree to which they coordinate with other mainstream organizations in the community to meet the housing and service needs of persons with AIDS; extent of coordination with units of local governments, local health departments or other organizations serving persons with AIDS or related diseases; extent of coordination with local Ryan White Consortium and/or AIDS task force, support from the Ryan White HIV/AIDS Service Consortia and the HIV/AIDS Coordinator for the Area; and how the organization fits in the local community's continuum of care in addressing the needs of the targeted population.
4. Financial Management: Projects will be evaluated based on their financial management practices: internal control procedures; reasonableness of proposed budget; and amount and diversity of other funds committed.
5. Administrative Capacity: Projects will be evaluated on the capability of the organization's staff to implement the proposed project; organization's history, including its experience in implementing the proposed activities; key staff's relevant educational background, professional certifications, licenses and work experience; and performance on recent or current grant(s), if applicable.

Application Completion Procedures

Copies of the application and instructions may be found at the following web page:

http://development.ohio.gov/cs/cs_hopwa.htm

Do not include attachments that are not requested (i.e., resumes, intake forms, service plans, etc.). The application submission deadline is **November 1, 2013 at 5 p.m.** Applicants must submit one original and two copies of the application to the address listed below:

Ohio Development Services Agency
Office of Community Development
77 South High Street, 26th Floor
Columbus, Ohio 43215-6130
Phone (614) 466-2285

Overnight delivery items will be considered filed in a timely manner if received in the Office of Community Development on or before November 1, 2013 or upon submission of documentary evidence that they were placed in transit with the overnight delivery services no later than 5 p.m. on November 1, 2013. Applicants should maintain such documentary evidence in case it is requested by Office of Community Development.

Questions regarding the HOPWA program should be directed to Kimberly Alexander at (614) 466-0740 or Kimberly.Alexander@development.ohio.gov.

MAH/SG/KDA/ehg
Enclosures