



**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) 2015-2016**

Introduction:

The City of Oklahoma City Planning Department Housing and Community Development Division (City) is soliciting proposals from experienced service providers for 2015-16 Housing Opportunities for Persons With AIDS (HOPWA) funds in the amount of \$530,952 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 May 11, 2015 and ending 5:00 pm May 22, 2015**.

A technical assistance/question & answer session will be held **on May 13, 2015 from 9:30 am to 10:30 am** at the **Westtown Resource Center**, 1724 NW 4th St. Attendance is recommended for all proposers.

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. Please note that HOPWA funding is ONE year but proposed activities may require a longer-term commitment. Available funds are drawn on a reimbursement basis.

Applicants will be notified by **May 25, 2015** of the time to answer any questions about their proposal for the Continuum of Care Committee. The Committee will meet on **June 5, 2015**, in Planning Department conference room, 420 W. Main, Suite 900. The Continuum of Care Committee will make recommendations for funding. These recommendations will be presented to the Social Services Committee of the City Council on **June 16, 2015** (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 Social HOPWA program is available at the Planning Department Housing and Community Development Division office, 420 West Main Street, Suite 920 or at the following web addresses:

<http://www.coalitiontoendpoverty.org/>

http://www.okc.gov/planning/planning_library/index.html

All applications will need to be printed, scanned and submitted via e-mail to jerod.shadid@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 as outlined in the HOPWA Program Manual.
- 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 as outlined in the HOPWA manual.

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 \$37,110—or a maximum of 7% of the grant request—the City retains 3% of the grant.

Section IV. Available Funding:

\$530,952
- 15,929 (City Admin.)
\$515,023 (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 . 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 Anticollusion Affidavit prior to contract award.

Section VI. Evaluation Criteria:

<u>RATING FACTOR</u>	<u>MAX. PTS.</u>	<u>SCORE</u>	<u>%</u>
Measurable outcomes – provided current data on number of clients served or proposed to be served; renewals reported measurable impact on clients served	10		
Serves/will serve persons with disabilities (mental illness, substance abuse, HIV/AIDS, etc.)	10		
Measurable cost tool (cost per person served or total program cost that is in line with comparable programs)	5		
Provides/will provide critical services (housing, transportation, legal)	10		
Programs prevent homelessness or provide rapid rehousing services	10		
Assists/will assist households with increasing income (jobs, benefits or other resources)	5		
Renewal project has met or exceeded goals; New Project proposes measurable goals/client outcomes	5		
No findings from 2015 monitoring visit (15) or findings were significantly addressed (10); N/A for new projects	15		
Collaborates with community partners/attends Coalition of the Needy meetings	10		
Includes/will include clients/former clients in program design and implementation	10		
HMIS omission rate less than 5% for the last 12 months; new projects agree to fully participate in HMIS	5		
Serves/will serve the multi-county EMSA area	5		
			%