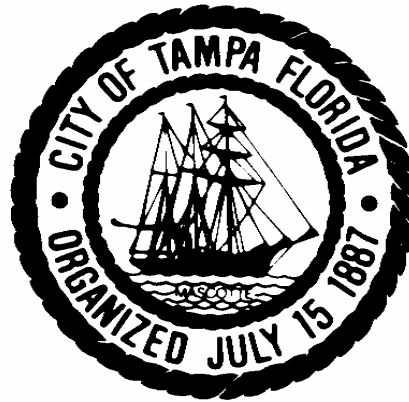


CITY OF TAMPA

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) GRANT REQUEST FOR PROPOSAL



FISCAL YEAR 2010 / PROGRAM YEAR 2009

Application Form and Program Guidelines

Housing Opportunities for Persons with AIDS

Department of Growth Management and Development Services
Housing and Community Development Division
2105 N. Nebraska Avenue
Tampa, FL 33602

(813) 274-7998

I. INTRODUCTION

The City of Tampa is issuing a Request for Proposals (RFP) for funding consideration under the Housing Opportunities for Persons with AIDS (HOPWA) grant program for Fiscal Year October 1, 2009 through September 30, 2010. HOPWA funding from the U.S. Department of Housing and Urban Development (HUD) has been made available to provide housing assistance and supportive services to eligible persons residing in the Metropolitan Statistical Area (MSA) consisting of Hernando, Hillsborough, Pasco and Pinellas counties. Eligible persons are of low income¹ who have HIV/AIDS, and their affected family members. Funds are made available under this RFP on a pro-rata basis to each county based on the cumulative HIV/AIDS cases reported from 1997 through 2009, as documented by the Florida Department of Health.

II. SUBMISSION INFORMATION

A. General Instructions

For funding consideration, proposed projects must meet the general HOPWA eligibility requirements identified in Section V. Agencies and organizations responding to this RFP must complete the attached funding application. A separate application must be submitted for each project proposed. The application must be typed (not handwritten) with a legible typeface no smaller than 12-point type and should be sequentially numbered from the first page (checklist) to the last page. The application must be limited to 10 pages in length, excluding attachments. Staple or paperclip all documents with no binding. The original must have signatures in blue ink. Incomplete applications or applications submitted after the published deadline may not be considered. Once submitted, no proposal may be amended, unless the amendment has been requested by the City. The original and four copies (5 total) of the completed application must be submitted to:

J. Marie Dolphin, Urban Planner II
City of Tampa
Housing and Community Development Division
2105 N. Nebraska Avenue
Tampa, FL 33602

Applications must be received by 4:30 P.M. Friday, May 15, 2009.

Funding decisions will be based on the highest rated proposals that address the RFP criteria. Evaluation and scoring will be performed by a committee of reviewers representing government and service provider agencies from within the HOPWA Metropolitan Service Area. No applicant is eligible to serve on the RFP review committee. Based on recommendations provided by the RFP review committee, the City reserves the right to adjust funding amounts requested based on availability of funds or as might be deemed necessary to achieve the best use of the funds. Receipt of an award letter is not a

¹ Low income means any individual or family whose incomes do not exceed 80 percent of the area median income, as determined by HUD.

guarantee of funding. Prior funding awards do not guarantee continued or future funding. The City, at its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFP at any time and/or take any action in the best interest of the City. The City's decision in all matters shall be final. The City reserves the right to contact an applicant if additional information is required. Should applicants require additional proposal forms or information regarding the regulations governing the HOPWA program, please contact J. Marie Dolphin at (813) 274-7998.

B. RFP Workshop and Technical Assistance Training

An RFP workshop and technical assistance training is being held on Thursday, April 16, 2009 from 9:00 AM – noon in the top floor conference room of the City of Tampa Ybor Service Center located at 2105 N. Nebraska, Tampa, FL 33602. All applicable laws, rules, regulations, policies and procedures governing the HOPWA program and RFP process will be reviewed at this workshop. Attendance at the RFP workshop and technical assistance training is mandatory for prospective applicants.

III. GENERAL REQUIREMENTS

A. Proposals Binding

All proposals submitted shall be binding for 120 calendar days following the opening.

B. Incurred Expenses

The City is not responsible for any expenses which applicant agencies may incur in the preparation and submittal of proposals requested by this RFP, including but not limited to, costs associated with travel, accommodations, interviews or presentations of proposals.

C. Contractual Agreement

Agencies approved for funding will be required to sign an agreement with the City of Tampa in order to ensure compliance with HOPWA regulations. HOPWA funds may not be obligated until the agreement has been accepted and approved by the Tampa City Council, and then executed by the appropriate signatories. Funding is disbursed on a reimbursement basis. Costs which will be allowable for reimbursement must be incurred during the City's fiscal year (October 1 through September 30) and may only include items of expenditures allowed by 24 CFR Part 574 as determined through negotiation of contract with the City of Tampa.

D. Indemnification

Agencies approved for funding must agree to defend, indemnify and hold harmless the City, its officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys' fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

E. Insurance

Agencies approved for funding will be required to obtain the following insurance coverage if applicable, each of which shall contain a provision which forbids any cancellation, changes or material alterations without prior notice to the City at least thirty (30) calendar days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided to the City prior to the execution of the agreement. The required insurance is as follows:

- (1) Automobile Liability Insurance shall be maintained in accordance with the laws of the State of Florida as to the ownership, maintenance, and use of all owned, non-owned, or hired vehicles used in connection with this Agreement. For Agreements with less than \$100,000 in total Grant Funds, the minimum limit shall be \$500,000 for bodily injury and property damage combined single limit each accident. The minimum limit for Agreements with \$100,000 or more of Grant Funds allocated shall be \$1,000,000.
- (2) Commercial General Liability Insurance shall be written on the most current Insurance Services Office (ISO) occurrence form or its equivalent to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage limit shall be \$1,000,000 each occurrence, with a general aggregate of \$2,000,000. The injury shall not exclude coverage for sexual molestation.
- (3) Professional Liability Insurance shall cover any act or omission in rendering of professional services pursuant to the contract and the insurance coverage shall be in the amount of no less than \$1,000,000 per claim/incident.
- (4) Workers' Compensation and Employers' Liability Insurance shall be provided for all employees engaged in the work under this Agreement in accordance with the laws of the State of Florida. The amount of the employers' liability insurance shall not be less than \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury disease each employee, and \$1,000,000 bodily injury by disease policy limit.

F. Program Monitoring

Applicants approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the agreement.

G. Ethics Ordinance

Applicants shall comply with all applicable governmental and City rules and regulations including the City's Ethics Code, which may be requested by calling the Office of the City Clerk at (813) 274-8397. Moreover, each applicant responding to this Request for Proposal acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the City, or from having any direct or indirect financial interest in

effecting any such contract obligation. The applicant shall ensure that no City employee receives any such benefit or interest as a result of the award of this Request for Proposal.

H. Florida Public Records Law

In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by other applicable State and Federal Laws, all applicant agencies should be aware that the RFP and the responses thereto are in the public domain and are available for public inspection. Applicant agencies are requested, however, to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received in response to this RFP will become the property of the City of Tampa and will not be returned. In the event of an award, all documentation produced as part of the contract will become the exclusive property of the City of Tampa.

I. Notification of Funding

Applicants will be notified no later than June 30, 2009 of funding recommendations. Reference the draft schedule in Section VI.

IV. GENERAL ELIGIBILITY REQUIREMENTS

A. HOPWA Program Objectives

The HOPWA program was established by U.S. HUD to fund services that specifically benefit low-income persons medically diagnosed with HIV/AIDS and their families. HOPWA funding provides housing assistance and related supportive services as part of HUD's Consolidated Planning initiative that works in partnership with communities and neighborhoods in managing federal funds appropriated to HIV/AIDS programs. This focus on providing housing assistance and related support services for HOPWA-eligible clients serves to reduce the risks of homelessness for this population and increase access to appropriate healthcare and other support.

All persons assisted under the HOPWA program must be eligible according to CFR Title 24, Part 574, Section 574.3 – Definitions: "Eligible person means a person with acquired immuno-deficiency syndrome or related diseases who is a low-income individual, as defined in this section, and the person's family. A low-income individual as defined in Section 853(3) of the AIDS Housing Opportunity Act (42 U.S.C. 12902) means any individual or family whose income does not exceed 80 percent of the median income for the area, as determined by the Secretary of Housing and Urban Development. Adjustments are made for smaller and larger families. The Secretary may establish income ceilings higher or lower than 80 percent of the median income for the area if the Secretary finds that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes, and the person's family."

A person with AIDS or related diseases or a family member regardless of income is eligible to receive housing information services, as described in Sec. 574.300(b)(1). Any person living in proximity to a community residence is eligible to participate in that residence's

community outreach and educational activities regarding AIDS or related diseases, as provided in Sec. 574.300(b)(9). More detailed information on the HOPWA program can be found at U.S. Department of Housing and Urban Development web site at the following address: <http://www.hud.gov/offices/cpd/aidshousing/programs/index.cfm>

B. Eligible HOPWA Activities (24 Code of Federal Regulations [CFR] Part 574.300)

Subject to applicable requirements described in Sections 574.310, 574.320, 574.330, and 574.340, HOPWA funds may be used to assist all forms of housing designed to prevent homelessness including emergency housing, shared housing arrangements, apartments, single room occupancy (SRO) dwellings, and community residences. Appropriate supportive services, as required by Section 574.310(a), must be provided as part of any HOPWA assisted housing, but HOPWA funds may also be used to provide services independently of any housing activity. 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 on the basis of race, color, religion, sex, 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 single room occupancy (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 the homelessness of the tenant or mortgagor of a dwelling.
- (7) Supportive services including, but not limited to, health, 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 acquired immune deficiency syndrome or related diseases 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 persons residing in proximity to the community residence.

(10) Administrative expenses² (not to exceed 7% of the awarded grant amount).

C. Other Program Requirements

(1) All housing assisted under eligible activities 3, 4, 5 and 8 must meet the applicable housing quality standards outlined in 24 CFR Part 574.310(b).

(2) Any building or structure assisted with HOPWA funds must be maintained as a facility to provide housing or assistance for individuals with acquired immune deficiency syndrome or related diseases, as follows:

(a) For a period of not less than ten (10) years in the case of assistance provided under eligible activities 3 & 4 above involving new construction, substantial rehabilitation³ or acquisition of a building or structure.

(b) For a period of not less than three (3) years in the cases involving non-substantial rehabilitation or repair of a building or structure.

(3) In addition to the applicable housing quality standards, housing assistance provided under eligible activity 5 above must adhere to the rental calculation formula provided in 24 CFR 574.310(d) and 24 CFR 574.320.

(4) Assistance provided under eligible activity 6 must meet the standards outlined in 24 CFR Part 574.330 regarding time limitations.

(5) Agencies shall be responsible for completing any required environmental review for projects located outside of the City of Tampa. The environmental review must be conducted in accordance with 24 CFR Part 58 and approved by the City of Tampa prior to the disbursement of HOPWA funds.

(6) If applicable, in conformance with 24 CFR Part 574 Section 574.340 "Additional Standards for Community Residences," certifications will be prepared

² Administrative expenses are defined as the costs for general management, oversight, coordination, evaluation and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities.

³ Substantial rehabilitation is defined as rehabilitation that involves costs that are greater than 75% of the value of the building after rehabilitation.

requiring the provision supportive services, adequacy of agency funding, and a statement of agency capability to administer community residence programs.

(7) Agencies must comply with the federal requirements that apply to HOPWA funded projects as indicated in the attached “Applicable Laws, Rules and Regulations for HUD Programs”.

V. AGENCY ELIGIBILITY CRITERIA

Agencies receiving HOPWA funds must meet the following requirements: 1) agency must be a private, non-profit organization with an IRS 501(c)(3) designation or, a public housing agency established under the laws of the State of Florida; 2) agency must be located inside the HOPWA Eligible Metropolitan Service Area (EMSA) consisting of Hillsborough, Hernando, Pasco and Pinellas counties; 3) agency must have been in operation for a minimum of two consecutive years in the State of Florida; 4) agency must not be debarred or suspended from working on federally assisted projects; 5) agency must submit a completed Application Cover Checklist and Application.

VI. CRITERIA FOR EVALUATION OF PROPOSALS AND SCHEDULE

The HOPWA RFP review committee will evaluate and score the proposals accepted for review under this RFP. Funding recommendations will be based on the committee’s scoring results utilizing the following criteria and scoring:

CRITERIA	MAXIMUM POINTS
Organizational Experience and Capacity	20
Statement of Need	15
Project Description	20
Financial Records	10
Budget	15
Budget Narrative	20
TOTAL POINTS	100

FY10/PY09 HOPWA RFP SCHEDULE *	
February 28, 2009	RFP advertised in public notice.
April 16, 2009	RFP pre-application workshop and RFP release.
May 15, 2009	4:30 p.m. deadline for submitting applications to the City of Tampa Housing and Community Development Division. Late applications will not be considered for funding.
May 18, 2009	Applications due to RFP review committee.
June 01, 2009	RFP review committee recommendations due to City Housing and Community Development.
June 12, 2009	RFP review committee recommendations due to City Budget Office for inclusion in FY10/PY09 Action Plan.

FY10/PY09 HOPWA RFP SCHEDULE *	
June 15, 2009	Applicants notified of funding recommendations.
June 18, 2009	Public Hearing on draft FY10/PY09 Action Plan.
July 30, 2009	City Council Approval of Proposed FY10/PY09 Action Plan.
August 14, 2009	Submission deadline of FY10/PY09 Action Plan to HUD.
October 1, 2009	FY10/PY09 begins. Contract period from 10/01/09 to 09/30/10.

***All dates are subject to change.**

VII. COMPLIANCE WITH APPLICABLE LAWS, RULES, AND HUD REGULATIONS

Applicants who are awarded funding must act in accordance with the following applicable laws, rules and regulations for HUD programs:

- **24 CFR Part 574**, the regulations governing the Housing Opportunities for Persons with AIDS Grant.
- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act**, the regulations issued following Title VI of the 1964 Civil Rights Act and **Section 109** of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and administer all programs and activities in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 107 and 108**, the regulations issued following Executive Order 11063 and Executive Order 12892 which prohibits discrimination and promotes equal opportunity in housing.
- **24 CFR Part 24**, the regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements; issued according to Executive Order 12459.
- **24 CFR Part 49**, regulations on eligibility restrictions for certain resident aliens.
- **24 CFR Part 58**, the regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **24 CFR Part 7 and 41 CFR Part 60**, regulations on equal employment opportunity without regard to race sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR Part 84 and OMB Circular A-110**, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Non-Profit Organizations. These regulations include the Conflict of Interest provision under 24 CFR 84.42 and 570 as it applies to procurement.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**, regulations for restrictions on lobbying and required certifications.
- **36 CFR Part 800**, the regulations outlining the procedures for the protection of historic and cultural properties.

- **Administrative Procedures**, rules issued by the City of Tampa in relation to process and procedures.
- **Affirmative Action**, the City of Tampa requires that all awards/contracts exceeding or that can be reasonably expected to exceed a total of \$10,000.00 over any period, when the agency has fifteen or more employees; and/or all awards/contracts exceeding or that can be reasonably expected to exceed a total amount of \$50,000.00 over any period and regardless of the number of employees must comply with the City's Equal Employment Opportunity and Affirmative Action Ordinance.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)**, the regulations that prohibits discrimination on the basis of age.
- **Chapters 81 and 84, of the Health and Safety Code**; Title VIII, subtitle D of the Cranston-Gonzalez National Affordable Act of 1990, and 24 CFR Part 50.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)**, regulations and provision that requires compliance with all applicable standards, orders, or regulations issued following the rule.
- **Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c), the regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act.
- **Executive Order 13170**, regulations on increasing opportunities and access for Disadvantaged Businesses.
- **HUD requirements**, all other required reports, circulars, and procedures when applicable.
- **National Affordable Housing Act** (NAHA) PL 101-625.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988**, the regulations for proposed projects and properties located in a floodplain.
- **OMB Circular A-122**, regulations that identify cost principals for nonprofits.
- **OMB Circular A-133**, regulations concerning annual audits.
- **Residential Lead Based Paint Hazard Reduction Act of 1992**, the regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead base paint hazards.
- **Section 3 of the U.S. Housing and Urban Development Act of 1968** providing for economic opportunities for low and very low local residents in connection with assisted projects.
- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41**, the regulations that sets forth policies and procedures for the enforcement of standards and requirements for accessibility for disabled persons. The Architectural Barriers Act of 1968 and the

American with Disabilities Act provide additional laws on accessibility and civil rights to individuals with disabilities.

- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, policies that provide for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) (42 U.S.C. 4601), and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).
-

To find the Code of Federal Regulations, go to:

www.gpoaccess.gov/cfr/index.html

To find Executive Orders, go to:

http://www.archives.gov/federal_register/executive_orders/executive_orders.html

**CITY OF TAMPA FISCAL YEAR 2010 / PROGRAM YEAR 2009
HOPWA PROGRAM APPLICATION COVER CHECKLIST**

NAME OF APPLICANT

ORGANIZATION: _____

NAME OF PROJECT

TITLE: _____

Please place this checklist on top of your application.

HOPWA Application Checklist

- Checklist – Page _____
- Agency/Project Information/Certification Cover – Page _____
- Agency Experience and Capacity – Page _____
- Statement of Need – Page _____
- Project Description – Page _____
- Financial Records – Page _____
- Budget(s) – Page _____
- Budget Narrative – Page _____

Appendices

- Articles Of Incorporation, By-Laws and Organization Chart
- Proof of 501 (C) (3) Nonprofit Status or Proof of Public Housing Agency – Page _____
- Certification and List of Voluntary Board of Directors and Current Membership – Page _____
- Written Letters of Collaborative Partnerships, Memorandum of Understanding, etc. – Page _____
- Most Recent Independent Audit – Page _____
- Most Recent 990 Forms filed with the IRS – Page _____
- Consistency with the Consolidated Plan Certification
- Certification of Eligibility
- If proposing to provide services under HOPWA eligible activity 3 and/or 4, provide the following:
 - (1) Evidence of an approved site, e.g., a letter from the local zoning jurisdiction that the site proposal meets applicable zoning codes.
 - (2) If property to be acquired is under contract, provide a copy of the lease deed, contract for sale or option to purchase. Or, if the site(s) is not under contract, provide property address and reasonable assurances that the Sponsor will acquire control within six months of the date of fund reservation.
 - (3) If the property to be acquired contains a residence, provide the construction start date.
- Other – Please Specify _____ -- Page _____

**CITY OF TAMPA
FY 2010/PY 2009 HOPWA FUNDING APPLICATION**

AGENCY INFORMATION

NAME OF ORGANIZATION: _____

ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____

FAX: _____

CONTACT PERSON/TITLE: _____

E-MAIL ADDRESS: _____

PHONE: _____

ARE YOU: A PUBLIC ORGANIZATION OR NON-PROFIT ORGANIZATION? (Circle One) _____

TAX IDENTIFICATION NUMBER: _____

YEAR ORGANIZATION WAS INCORPORATED: _____

PROJECT INFORMATION

PROPOSED PROJECT TITLE: _____

AMOUNT OF FUNDING REQUESTED: \$ _____

TOTAL PROJECT COST: \$ _____

LOCATION: _____

CERTIFYING REPRESENTATIVE

(Person authorized to sign contract, if approved) Sign in Blue Ink.

The undersigned applicant certifies that the information in this proposal is true and correct and the governing body of the applicant has duly authorized the document. The applicant certifies that to the best of its knowledge and belief, neither it, nor any person of which has an interest in the applicant's organization, nor any of the applicant's subcontractors, is ineligible to: 1) be awarded contracts by any agency of the United States government or HUD; or, 2) participate in HUD programs pursuant to 24 CFR Part 24. This certification is a material representation of fact upon which reliance is placed when making award. If it is later determined that the applicant knowingly rendered an erroneous certification, the contract may be terminated for default, and the applicant may be debarred or suspended from participation in HUD and other federal programs administered by the City of Tampa. Additionally, the applicant certifies that it has read, understands, and agrees to comply with all federal regulations, including but not limited to 24 CFR Part 574.

NAME:

(Please Print)

(Signature – in blue ink please)

TITLE:

DATE SIGNED:

I. Organizational Experience and Capacity**20 Points**

Describe the nature, purpose and qualifications of applicant agency. Include the following:

- a. Summarize the applicant agency's organizational background and experience.
- b. Provide evidence of demonstrated ability to perform to the requirements of federal regulations, i.e. federally funded program experience, (e.g., monitoring reports received in the past two years from local, State or Federal funding agencies.)
- c. Describe current collaborations with other agencies that serve the HIV/AIDS population. Provide written letters of collaborative partnerships, memorandum of understanding, etc.
- d. Provide qualifications and resumes of the project manager. Include resumes, pay scales, and job descriptions for HOPWA-funded positions.
- e. Does the agency have fidelity bond/employee dishonesty coverage for principles on staff who manages the organization's accounts? If so, in what amount and with which insurance agency?
- f. Provide a copy of Articles of Incorporation, By-laws, and Organizational Chart.
- g. Provide verification of 2-year non-profit status – 501 (c)(3) IRS Tax Exemption letter.
- h. Provide certification and list of voluntary Board of Directors and current membership, showing names, addresses, titles and daytime phone numbers.
- i. Provide a brief assessment of the goals, objectives and outcomes of the agency's most recent HOPWA-funded agreement with the City of Tampa. If any HOPWA funds were unexpended at contract's end, please state the amount with an explanation of why this occurred.

II. Statement of Need**15 Points**

- a. Identify and describe existing and projected needs to be addressed by the project.
- b. Describe methods and data sources used to identify and verify the need for this project.

III. Project Description**25 Points**

- a. Identify the specific HOPWA eligible activity (ies) proposed, according to those listed in Section IV. B. of this RFP.
- b. Use the table below to identify the performance measures of the project that will **increase** the availability/accessibility of housing and supportive services for the purpose of providing decent, affordable housing for eligible persons with HIV/AIDS and their affected households.

Performance Measures Outputs:	Outcome: Provide supportive housing assistance for the purpose of increasing the <u>availability / accessibility and affordability of decent housing for eligible persons and households with HIV/AIDS.</u>
1) Identify the type(s) of service provided: e.g., facility-based supportive housing:	
2) Identify the unit(s) of service provided: e.g., apartment units	
3) Identify the target population to be served, e.g., single women and their children:	
4) Identify the number of unduplicated persons with HIV/AIDS to be served:	
5) Identify the number of unduplicated households to be served:	
6) Identify the direct benefit received from the service provided:	

- c. Describe planned community outreach efforts and how clients will be referred to the program.
- d. Describe both current and proposed roles and responsibilities shared in collaborative partnerships with other agencies that serve the low-income HIV/AIDS population.

IV. Financial Records**15 Points**

Attach one copy of the most recent independent audit prepared by an actively licensed certified public accountant with the original application. Also, include copies of the two most recent Form 990s that have been filed with the Internal Revenue Service.

V. Budget and Budget Narrative**25 Points**

- a. Complete the following Program Summary, Personnel and Administrative Expenses, Support Services, Property Rehab/Conversion/Repair and Operating Budgets as applicable.
- b. Provide a Budget Narrative that shows a clear rationale and justification for the funding request. The narrative should support each of the proposed budget(s) against measurable units of services to be delivered in response to the statement of need.
- c. Describe how the program/project would be impacted without HOPWA funding.

HOPWA Program Summary Budget

Project Sponsor _____

Instructions: Enter the amount of funding requested for each of the proposed eligible activities in the appropriate column. Shaded boxes indicate that HOPWA funds cannot be used for these purposes.

Eligible Activities (A)	Short-term Facilities		SRO Dwellings		Community Residences		Other Housing		Non-Housing Based Activities		Tot
	HOPWA \$\$ (B)	Other \$\$ (C)	HOPWA \$\$ (D)	Other \$\$ (E)	HOPWA \$\$ (F)	Other \$\$ (G)	HOPWA \$\$ (H)	Other \$\$ (I)	HOPWA \$\$ (J)	Other \$\$ (K)	HOPWA \$\$ (L)
Housing Information											
Resource Identification											
Acquisition											
Rehabilitation*											
Conversion*											
Repair*											
New Construction											
Rental Assistance											
Short-term Rent/ mortgage/utility assist.											
Technical assistance for community residences											
Totals											

Enter amounts indicated from individual budget forms:

Total HOPWA request from Property Rehab./Conver./Repair Budget	_____
Total HOPWA request from Operating Budget	_____
Total HOPWA request from Supportive Services Budget	_____
Total HOPWA request from Activities Salaries & Fringe Budget	_____
Total HOPWA Administration costs (salaries and general)(Must not exceed 7% of project costs)	_____
Total from Column L above excluding activities marked *	_____
Subtotal (HOPWA funds requested)	_____
Total Other Funds Available	_____
Grand Total	_____

HOPWA Personnel and Administrative Expenses Budget

Project Sponsor: _____

HOPWA Activities Salaries - Include only HOPWA funds requested for salary costs directly related to carrying out the activities indicated.

Staff Title	% FTE	Salaries for Eligible Activities 1,2,3,4,5,6,8,9	Support Services Salaries (Activity 7)	Total Fringe \$\$ for Staff
Totals				
			Total Activities Salaries & Fringe	

HOPWA Administrative Salaries - Include only HOPWA funds requested for staff salaries directly related to administration, as defined by the regulations.

Staff Title	% FTE ¹	Administrative Activity(ies)	Admin. Salary	Fringe Benefits <small>Do not repeat if included above</small>
Totals				
			Total Admin. Salaries & Fringe	

1. Do not repeat for staff also listed above.

HOPWA General Administration - Include only the HOPWA funds requested directly associated with administration, as defined by the regulations, not included in the administrative salaries category, Specify the activity(ies).

Administrative Activity	Recipient of \$\$	\$\$
Total General Admin.		

HOPWA Supportive Services Budget (Eligible Activity # 7)

Project Sponsor: _____

For each type of supportive service proposed, if any, provide the name and address of the provider (if already selected) and the amount of HOPWA other funds.

Do not include Project Sponsor staff salaries or other expenses not directly related to the delivery of supportive services.

Type of Supportive Service	Provider: Full Name and Address	A HOPWA \$\$ Requested	B OTHER \$\$ Available	Source of OTHER \$\$
Outreach				
Case Management/Advocacy				
Access to Government Benefits				
Life Management (outside of case management)				
Nutritional Services/Meals				
Adult Day Care/Personal Assistance				
Child Day Care/Childrens Services				
Education				
Employment Assistance				
Alcohol/Drug Abuse Services				
Mental Health Services				
Medical/Intensive Care Services				
Permanent Housing Placement				
Other (Specify)				
Totals				
		TOTAL A & B		

Attach additional sheet, if needed.

HOPWA Property Rehab/Conversion/Repair Budget (Eligible Activity # 3)

Project Sponsor: _____

For each type of proposed HOPWA funded property rehabilitation/conversion/repair costs, if any, identify the activity and enter the amount of HOPWA and other funds.

Do not include Project Sponsor staff salaries or property acquisition costs.

Proposed Activity	A HOPWA \$\$ Requested	B OTHER \$\$ Available	Source of Other \$\$
Totals			
	Total A & B		

HOPWA Operating Budget (Eligible Activity # 8)

Include costs, if any, for the categories listed below. **Do not include Project Sponsor staff salaries.**

Operating Cost Category	A HOPWA \$\$ Requested	B OTHER \$\$ Available	Source of Other \$\$
Maintenance			
Security			
Insurance			
Utilities			
Furnishings			
Equipment			
Supplies			
Other (Specify)			
Totals			
	Total A & B		

**Certification of Consistency
with the Consolidated Plan**

**U. S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.

(Type or clearly print the following information:)

Applicant Name: _____

Project Name: _____

Location of the Project: _____

Name of the Federal Program to which the applicant is applying: _____

Name of Certifying Jurisdiction: _____

Name of Certifying Official: _____

Title: _____

Signature: _____

Date: _____

**Certification of Eligibility
HOPWA Program**

The undersigned certifies that all persons who receive HOPWA funded assistance as a result of funding made available under this RFP, shall be persons of low income with HIV/AIDS, or are eligible family members/care providers, or surviving family members.

Eligibility for participation in the program for potential HOPWA recipients will be determined at intake by: 1) proof of HIV positive status based on a lab result, letter from an Florida licensed physician, and 2) proof that individual or family income does not exceed the low income (80% of median income) for the area as determined by the U.S. Department of Housing and Urban Development.

The undersigned further certifies that proper documentation of eligibility will be obtained prior to admitting clients into the HOPWA program.

Signature of Authorized Official

Date

Title and Agency Name