

# Housing Opportunities for Persons With AIDS (HOPWA) Request for Funding Proposals (RFP)



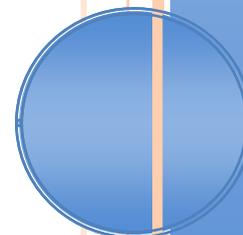
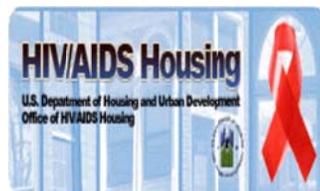
**Fiscal Year**  
2014-2015

**Round Two Funding (R-2)**

Application Deadline

**March 20, 2014**

5:00 p.m. EST





City of Columbia  
 Community Development Department  
 1225 Lady Street, Suite 102  
 Columbia, SC 29201  
 Phone (803) 545-3373 Fax (803) 255-8912  
 www.columbiasc.net

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**Attachments**

- A. HOPWA Proposal Cover Sheet
- B. FY2014-2015 HOPWA Budget Sheet
- C. Service Provision Sheet [Housing Development or New Construction] only
- D. HOPWA Standards for Property Acquisition & Rehabilitation [Housing Development or New Construction] only
- E. City of Columbia Community Development Housing Standards Guide



## A. Background Information

The City of Columbia Community Development Department is requesting **Round Two (R-2)** proposals for Fiscal Year 2014-2015 with an emphasis on permanent housing for funding from Housing Opportunities for Persons with AIDS (HOPWA) Program for the Columbia Eligible Metropolitan Statistical Area (Calhoun, Fairfield, Kershaw, Lexington, Richland, and Saluda counties). All projects must comply with applicable federal, state, and local statutory requirements including but not limited to those set forth in Code of Federal Regulations 24 (CFR), Parts 50 and 574, as well as applicable administrative and accounting standards as set forth in Office of Management and Budget (OMB) Circulars, including A-87, A-102, A-110, A-122, and A-133 and all City policies and procurement standards. HUD Website:<http://www.hud.gov/offices/cpd/aidshousing/index.cfm>

Housing Opportunity for Persons With AIDS (HOPWA) funds are authorized by the AIDS Housing Opportunity Act and as amended by the Housing and Community Development Act of 1992. The program is designed to provide states and local jurisdictions with resources to develop long-term, comprehensive strategies for meeting the housing needs and reduction of homelessness in low-income persons with acquired immunodeficiency syndrome (AIDS) and their families.

The HOPWA Program provides grants for activities providing eligible housing and related supportive services to low- to moderate-income persons with HIV/AIDS and their families. Organizations interested in applying for participation as Project Sponsors under the HOPWA program must document their conformity with certain eligibility requirements. Organizations must be tax exempt under section 501 (c)(3) of the 1954 Internal Revenue Service Code and meet the statutory definition of a non-profit organization. Eligible organizations must have, among its purpose, significant activities related to providing services or housing to persons with acquired immunodeficiency syndrome (AIDS) or related diseases. HUD interprets the use of “related diseases” in this definition to include HIV infection.

**Eligible Beneficiaries:** Eligible persons must have medical documentation of having HIV or AIDS and income that does not exceed 80 percent of the median income for the area, as determined by the Secretary of U.S. HUD.

All City of Columbia HOPWA Grant awards are made through a competitive Request For Proposal (RFP) process based on clients’ needs, gaps in services, and ability of agency to successfully implement the program.

## B. Funding Priorities and Eligible Services

### Funding Priorities

Funding priorities for fiscal year 2014-2015 are listed below in items one, two, three and four reflecting the City’s priority order of HOPWA Funding. Proposals to use HOPWA funds to provide services must give a full description of what is to be funded, and offer clear justification for the use of HOPWA funds.

Funding Priorities are:

1. Permanent Housing Programs
2. Permanent Housing Vouchers

3. Emergency Housing Assistance
4. Supportive Services

The City of Columbia would enter into a contract as the grantee with the prospective project sponsor to carry out housing assistance services designed to: (1) Provide permanent housing through long-term rental assistance, apartments, SRO dwellings, and community/group residence services, (2) Provide permanent housing vouchers through tenant-based rental assistance which is a subsidy that covers a portion of full rent based on adjusted or gross income, (3) Provide financial assistance to prevent homelessness through temporary or emergency shelter, short-term rent, mortgage, and utility payments, and (4) Provide quality supportive services (case management, to assist clients with achieving and maintaining housing stability that maximize a continuum of care approach for persons living with HIV.

### **Eligible Service Categories**

Below is a comprehensive list of all services that are eligible for funding under HOPWA as described in HUD regulations 24 CFR 574.300 (eligible activities).

- ❖ **Housing Development** to provide housing services
  - Acquisition
  - Rehabilitation
  - Conversion
  - Lease
  - Repairs (requires HUD prior authorization)
- ❖ **New Housing Construction**
  - Single Room Occupancy
  - Community Residences
- ❖ **Housing Operating Costs** (*direct housing assistance*)
  - Maintenance
  - Security
  - Operation
  - Insurance
  - Utilities
  - Furnishings
  - Equipment
  - Supplies
  - Other Incidental Costs (*emergencies*)
- ❖ **Rental Assistance, including shared housing arrangements** (*direct housing assistance*)
  - Tenant-Based Rental Assistance including assistance for shared housing arrangements. Maximum monthly assistance for an eligible person may not exceed HUD approved subsidy standards. The rents shall be established by the Project Sponsor and shall not be more than the published Section 8 fair market rent rates (FMR) for this EMSA. **Funds will be paid directly to the project sponsor, not the client.**
  - Facility-Based Housing Assistance including master-leased units and project-based rental assistance; operating costs for housing including maintenance, security, operation

insurance, utilities, furnishings, equipment, supplies, and other incidental costs; capital funds for the acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services; and capital funds for the new construction of single-room occupancy units or community residences.

❖ **Short-Term Housing Assistance**

- Short term temporary shelter, rent, mortgage, and utility payments to prevent homelessness of the tenant or mortgager of a dwelling. A short term supported housing facility may not provide residence to more than fifty (50) families or individuals at any single time or to any individual for more than sixty (60) days during a six (6) month period. Short-term rent, mortgage and emergency utility payments (STRMU) cannot be applied to cost accruing over a period of more than twenty-one (21) weeks in any fifty-two (52) week period. **(Does not include security deposits, first-month rent, food, transportation vouchers, etc.)**

❖ **Supportive Services**

- Health (*alternative/complementary, HIV test counseling, dental, home health, hospice,*
  - *medications, partner counseling/referral, primary & specialty care, rehab)*
  - *Mental Health (Psychiatric, Other Counseling: Peer/Spiritual/Support group)*
  - Assessment
  - *Drug and Alcohol Abuse Treatment and Counseling*
  - *Day Care (respite care, foster care)*
  - *Personal (buddy/companion, child care, legal, transit, interpreter-translator, emergencies)*
  - *Nutritional Services (food bank)*
  - Intensive Care
  - *Government Benefits Access Assistance (job/vocational rehab, insurance/other benefits)*
- a. Permanent Housing Placement (*direct housing assistance*)
- *Application fees*
  - *Credit checks*
  - *Security deposits*
  - *1<sup>st</sup> Month rent*
- b. Housing Information Services to locate, acquires, finance and maintain housing (*client advocacy*)
- *Counseling (e.g., fair housing counseling for eligible persons who encounter discrimination on the basis of race, color religion, sex, age, national origin, familial status, LGBT or handicap.) (non-medical case management)*
  - *Information*
  - *Referral*
- (*Does not include housing placement services such as security deposits, first-month rent, relocation costs, etc.*)

❖ **Resource Identification** to establish, coordinate and develop housing resources

- Preliminary research
- Feasibility study costs

- ❖ **Technical Assistance to establish and operate a community residence**
  - Planning
  - Pre-Construction
  - Community Outreach
  - Community Education
  
- ❖ **Administrative Expenses: No more than 7% of funds awarded to sponsor.**
  - General Management
  - Staff Training
  - Oversight
  - Coordination
  - Evaluation
  - Activity Reporting

## C. Funding Process

Funding allocations will be partially based on (1) the four priority service categories listed above (see page 3), (2) the unique needs of specific target populations (ex. rural areas), and (3) the availability of funds.

Available funding is an estimate based on the current funding level and carryover from previous funding years, and will not be finalized until the 2014-15 Annual Action Plan is submitted to HUD. All awards are contingent on availability of funds. Funding is for a one-year contract period and available only for the Columbia Eligible Metropolitan Statistical Area (Calhoun, Fairfield, Kershaw, Lexington, Richland, and Saluda counties).

For the Fiscal Year 2014-2015 the grant amount must be spent by June 30, 2015. Continuation funding is not to be assumed or implied. Decisions about funding are made based on the established priorities, needs assessment, quality assurance, program performance and available funding.

Below is the 2014-2015 funding process, please note the following:

- The funding period covers July 1, 2014 - June 30, 2015. ***Please note: Housing Development and New Construction projects may be extended up to two years.***
- This grant is for eligible reimbursable expenses. Although extremely rare, advance payment requests for up to \$5,000 or two month costs (whichever is less) may be allowable for direct costs of short-term emergency assistance or tenant-based rental assistance.
- The City of Columbia reserves the right to determine, based on average monthly reimbursements, that if a project sponsor is not spending at a rate that indicates it will expend its full allocation within the contract period, the dollar amount awarded to the sub-recipient for any category of service may be reduced accordingly.
- Sponsor administrative costs are not to exceed 7% of the HOPWA budget. Administrative cost includes any expense not directly related to service provision.

- If your agency is applying for continued City HOPWA funding, the percentage of employee salaries for individual positions may not increase over FY 2013-14 funding level (although percentages may be less).
- If your agency is applying for continued City HOPWA funding, your agency may not propose to serve fewer clients than the previous year, unless otherwise justified.
- If your agency is applying for continued City HOPWA funding; only programs that demonstrate an expansion of services may request increased funding over FY 2013-14 levels.
- Please note that the City is expecting the total FY 2014-2015 HOPWA allocation to be at or below the FY 2013-14 entitlement allocation.
- The application process is competitive with awards made to agency's demonstrating sufficient capacity to successfully administer funding and fulfill a priority service or housing need in the community.

*NOTE: The City of Columbia reserves the right to increase or decrease funding based on a Project Sponsor's rate of spending or lack thereof as delineated in their contract.*

**Proposals must be received by 5:00 p.m. Eastern Standard Time, Thursday, March 20, 2014.**

**The proposal may be delivered to the City of Columbia, Community Development Department, Attn.: Dollie Bristow, 1225 Lady St., Suite 201 or mailed to the City of Columbia, Community Development Department, Attn.: Dollie Bristow, 1225 Lady St., P.O. Box 147, Columbia, SC 29217.**

*Faxed or electronic proposals will not be accepted.* Technical assistance questions should be directed to Dollie Bristow or Verdine Gleaton at (803) 545-3950 or [ddbristow@columbiasc.net](mailto:ddbristow@columbiasc.net), prior to the submission deadline.

- Corrections and modifications to submitted applications are only permitted prior to the application deadline.
- City staff reserves the right to request clarification or additional information on any application, deny funding of any proposal submitted, and negotiate terms and amounts of the final budget.
- The City reserves the right to disqualify incomplete applications. Proposals will not be returned.
- Agencies will not be compensated for expenses related to the submission of the proposal.
- City staff and a community-based review panel will review applications, with final recommendations being made by the Citizens Advisory Committee to Columbia City Council for submission to HUD.
- Please note that per City Code 2-204, any person or company responding to an RFP or RFQ will not contact the Mayor, Columbia City Council members, Citizens Advisory Committee or any City staff not authorized by the RFP to discuss in any way the RFP. Willful disregard with this provision will lead to a rejection of the person's or company's response.

Submit one (1) unbound original (binder clip is acceptable) and **four (4)** bound copies with appropriate section tabs and the attached HOPWA cover page. (See Attachment A).

## D. Eligibility

The applicant must fulfill the following criteria to be considered eligible for funding:

- Must provide services within all or part of the six-county Columbia Eligible Metropolitan Statistical Area (Calhoun, Fairfield, Kershaw, Lexington, Richland, and Saluda counties).
- Must be either a community group/organization; private non-profit; or a government agency with tax exempt status. Or, if a private for-profit organization must be sponsored by an organization that is tax exempt; and
- **Must follow the Proposal Format Guideline** (see Section G of this RFP).
  - Completeness of application per instructions

## E. Evaluation Criteria

Before applications are considered, they must be complete and submitted to the Community Development Department by the **Thursday, March 20, 2014, 5:00 p.m.** deadline. A complete application includes ALL requested forms and documentation.

All complete and timely applications that are determined eligible for HOPWA funding and that meet national program objectives under federal regulations will be evaluated using the following criteria: There is a **maximum of 100 points** to be awarded:

- I. **BACKGROUND INFORMATION (5 POINTS)**
- II. **SUMMARY OF APPLICATION (5 POINTS)**
- III. **SERVICE PROVISION (65 POINTS) (USE ATTACHMENT C FOR HOUSING DEVELOPMENT & NEW CONSTRUCTION)**
  1. **Justification of Need (10 points).** *Provider must be able to document the community need that the proposed service is expected to address. Provider must be able to provide agency-level or community-level data to justify need for the service. If there are other available sources of funding for the proposed service, the applicant must be able to demonstrate why there is a need to fund this service.*
  2. **Description of service (10 points).** *Provider must clearly define the type of service to be provided and demonstrate the ability to service client needs. Provider must be able to provide a description of the service, define the components covered by this service, and provide a description of steps required for service delivery. If available, attach and discuss policies and procedures that are in place.*
  3. **Client eligibility requirements (5 points).** *Provider must have eligibility requirements for clients and must be able to specify the eligibility screening process.*
  4. **Number of service units to be provided or housing units developed and number of unduplicated clients to be served according to target population (15 points).** *Provider must clearly define the type of service, the number of units to be provided, the number of unduplicated clients to be served and the population targeted by this service (this*

may be based on geographic location, gender, race, and/or other characteristics). If applicant was funded in FY 2013 for the proposed service, provider must provide information on service units provided and unduplicated clients served; and, compare this with contractual obligations. Provider must be able to provide justification if performance in FY 2013 did not meet contractual obligations. Provider must also be able to provide explanation for the difference between proposed number of service units and unduplicated clients and FY 2013 performance.

5. **Organizational and staff qualifications (10 points).** Provider must offer organizational qualifications for proposed services based on agency experience, availability of necessary facilities, and availability of staff expertise. Provider must be able to offer a description of staff positions needed for direct service provision and the qualifications required for these positions. Also, provider must discuss the agency's plan/program to continually upgrade staff skills and expertise.
6. **Outcome Objectives and Evaluation Method (15 points).** Provider must identify at least one client-level outcome objective as a result of providing the proposed service; specify objective outcome measures; and, indicate the process for outcome measurement. Provider must discuss objectives and outcomes finding in the past year if applicant was funded in FY 2013.

#### IV. CONTINUOUS QUALITY IMPROVEMENT (10 POINTS)

1. **Client Satisfaction Survey (5 points).** Provider must show that the organization is able to measure client satisfaction with the services they provide; provide information on the process undertaken to gather satisfaction input from clients; and, demonstrate how previous results of client satisfaction surveys impact on service delivery.
  - Quality of current services delivered
2. **Grievance Procedure (5 points).** Provider must show that the organization has a reasonable and impartial mechanism for receiving client grievance. Provider must also describe the process for assuring that clients are made aware of and understand the grievance procedure.

#### V. PROJECT MANAGEMENT (10 POINTS)

Provider must show that the organization has capability and capacity to undertake program planning, implementation, monitoring and evaluation.

- Results of previous City monitoring visits with the agency

#### VI. DIVERSITY OF FUNDING SOURCE (5 POINTS)

The organization must demonstrate that it has other funding sources and has diversified funding to supplement or temporarily sustain its services if there was a cut or delay in HOPWA funding.

## F. Evaluation and Award Process

The following narrative outlines the process of review, evaluation and award:

1. City Staff will screen for eligibility (see eligibility items – Part D), and compliance with required proposal format (see Guidelines – Part J), and forward to the Community-Based Review Panel for ranking. Those that do not follow the required format will not be reviewed and proposals will not be returned.
2. City staff will prepare a summary of eligible proposals for review along with any requests for clarifying information for the Community-Based Review Panel. The review panel shall have a minimum of 3 members.
3. The Community-Based Review Panel will evaluate then rank each proposal based on the evaluation criteria detailed in this document (see Evaluation Criteria – Part E). Each reviewer will be asked to score each approved service category (with or without recommendations). This information will be collected and averaged.
4. The Review Panel must reach a consensus to (1) approve, (2) approve with recommendations or (3) disapprove funding for each proposal and make a recommendation to the CAC.
5. If a proposal is funded with recommendations, actual funding will depend on the applicant's agreement to accept the recommendations. Applicants approved for funding with recommendations need to submit a revised proposal (including revised budgets and budget narratives, if necessary) within the specified timeframe (see RFP Timeline – Part I).
6. If an applicant fails to submit a revised proposal within the given timeframe, the award may be given to the next ranked applicant.
7. Members of the CAC will receive a summary of ranked proposals and will be asked to review, modify or approve, as appropriate, the Community-Based Review Panel's recommendation.
8. The highest ranked proposals will be recommended for inclusion in the FY 2014 Annual Action Plan Budget and presented to City Council for approval to submit to HUD.

## G. General Proposal Guidelines and Format

### General Proposal Guidelines

Proposals should adhere to the following general guidelines for HOPWA funding. The proposal should be submitted with the required content, in the format requested and must address service delivery from July 1, 2014 – June 30, 2015 (***Housing Development and New Construction projects may be extended up to two years.***) Actual allocations are subject to the availability of funds. Applications that do not follow the proposal guidelines stated below, will not be reviewed:

1. Each applicant must submit **one (1) unbound original** (binder clip is acceptable) and **four (4) bound copies** with appropriate section tabs and the HOPWA cover page. (Attachment A).

2. Faxed or electronically transmitted proposals will not be accepted.
3. Label each section of your proposal using the Roman numerals found in this RFP (see the Table of Contents outline found on the next page). A section includes a roman numeral with all of its following sub-sections.
4. Number each page of the main body of the proposal sequentially.
5. Begin each separate section of the proposal on a new page.
6. All material must be typewritten. The document should be single spaced, with a font of 12 points, as appropriate; using 8-1/2" by 11" paper, with 1" margins, including headings and footers, if needed. **NO HANDWRITTEN PROPOSALS WILL BE ACCEPTED.**
7. All required attachments should be attached to the end of your proposal and should be arranged in order and marked/tabbed appropriately as listed.
8. If a question is not applicable to your organization, use the designation N/A.
9. In developing the application, you must use the **required** proposal format.

*Your application will be evaluated by the quality of the responses to the RFP questions, so it is important to follow the format below.*

### **Proposal Format**

#### **I. Background Information [5 points]**

- A. Name of Organization
- B. Description of the Organization (Include date services first started.)
- C. Contact Person/Titles
- D. Address
- E. Telephone Number/ Fax Number/ E-mail
- F. Federal Employer ID/Duns Number
- G. Name of Audit Firm
- H. Proof of Eligibility
  1. Is your organization geographically located in the Columbia ESMA?  
***Attach organization registration or any other official document, which indicates your organization's address.***

2. Does your organization provide services within all or part of the six-county Columbia ESMA?  
**Attach your organization's by-laws and/or other official document, which indicate the geographic area covered by your organization's operations.**
3. Are you a community group/organization; private non-profit; private for-profit, or a government agency?
4. Does your organization currently have valid Internal Revenue Service (IRS) 501(3) tax-exempt status?  
**Attach copy of the tax-exempt certificate.**  
If not, please write down the name of the tax-exempt organization that is sponsoring your application.  
**Attach copy of sponsoring organization's tax-exempt certificate.(If Applicable)**
5. Does your organization have a confidentiality policy?  
**Attach of copy of the confidentiality policy and confidentiality statement.**

**I. Summary of Application [5 points]**

- A. Give a brief description of your organization's work. What is your organization's mission statement? What are your major programs?
- B. Describe the eligible services to be provided by this grant. [Note if the services are continuing, expansion, or new].
- C. Target Population
- D. Summary of Proposed Services

Service Category	Target Population	No. of Units	No. of Unduplicated Clients

**E. Description of Funding Request**

Service Category	Amount Requested

<b>Total Funding Requested:</b>	<b>\$</b>

**III. Service Provision [65 Points]**

**Complete separately for each service category** (For Housing Development or New Housing Construction Projects, use Attachment C, Attachment D, and Attachment E.)

**A. Name of Service Category:**

**B. Describe those community needs that proposed services will address.**

*Provide information on client needs based on the agency’s utilization data, agency contact logs, and other information documenting needs.*

**C. Describe the services that are proposed to be offered.**

*Provide enough detail so it is clear what is and/or is not covered under each service category. Include clear and detailed information on limitations, including number of times the service may be provided in a given time period and any applicable financial caps and/or other restriction applied in accordance with agency, state or federal policies. Discuss policies and procedures already in place.*

**D. List the client eligibility criteria that are proposed to be used.**

*Indicate the eligibility criteria that need to be met by the client to be considered for assistance for the service listed. For services that involve financial assistance, income thresholds must also be established; Refer to the [HOPWA Financial Management Training Manual](#).*

**E. Describe the eligibility, screening, determination and documentation processes that are proposed to be used.**

*Given the eligibility criteria, also specify the process for screening eligibility, determining need and providing assistance. Include the time it will take to determine eligibility and to process the request for service. Indicate the type of system adapted to document client eligibility including copies of forms (if any). Refer to [HOPWA Financial Management Training Manual](#).*

**F. Identify at client-level outcome objectives as a result of providing the proposed service.**

*Specify objective outcome measures; and, indicate the process for outcome measurement.*

**IV. Continuous Quality Improvement [10 points]**

**A. Client Satisfaction Survey**

1. Does your organization undertake a client satisfaction survey?  
**Attach a copy of the client satisfaction survey form in the attachment section.**
2. If yes, how often are surveys undertaken and when are reports available? If no, discuss how you will implement client survey.

3. Provide a summary of past client satisfaction survey results. Did you change service provision based on the results of the survey? If yes, briefly describe how services were modified.

#### B. Grievance Procedure

1. Does your organization have a client grievance procedure?  
**Attach a copy of grievance procedure and policy in attachment section.**
2. If yes, describe the standard process for assuring that clients are made aware and understand the grievance procedure. If no, discuss your plan to implement client grievance procedure.

#### **V. Project Management [10 points]**

Describe the role/s of each key individual in your organization (including sponsoring organization, if any) that influence how the program is planned, implemented, monitored and evaluated. **Attach a copy of the organization's structure in the attachment section.**

- Position/Title
- General Job Description (*Including function, general duties and responsibilities*)
- Key Responsibilities
  - ✓ Supervision and Planning
  - ✓ Service Delivery
  - ✓ Evaluation/Monitoring Service Delivery
  - ✓ Financial Status Reports
  - ✓ Annual/Quarterly Narrative Reports
  - ✓ Client Satisfaction
  - ✓ Grievance
- Name of Current Employee/ Person Assigned

#### **VI. Diversity of Funding Sources [5 points]**

Complete the following:

1. Program Budget Summary (**See Attachment B**)
  - a. (*Note: These costs must be reported according to service category.*)
2. Program Cost
3. Budget Narrative (**See Attachment B**)
  - ❑ Expenditures should be presented according to service category.
  - ❑ Use Description of Services column for narrative
  - ❑ Administrative costs must not exceed 7% for HOPWA.
  - ❑ Budget figures should be rounded off to the nearest dollar.

#### **VI. Attachments** (Arranged in logical order, and marked/tabbed appropriately).

- ❑ **Attach organization registration or any other official document, which indicates your organization's address.**

- Articles of Incorporation/By-laws:** Documents should include names of board members, officers, and date agency was incorporated. *NOTE: On a separate sheet of paper attached to the end of the incorporation documents, the agency must provide a list of the names, phone numbers, and addresses of all individuals who are authorized to sign official papers and documents on behalf of the organization.*
- Proof of IRS Status Determination:** Legal documentation listing the IRS status of the firm or agency.
- Copy of sponsoring organization's tax-exempt certificate.***(If Applicable)*
- State of South Carolina Business Registration Certificate (For-profit organizations only)**
- Copy of the confidentiality policy and confidentiality statement**
- Copy of the client satisfaction survey form**
- Copy of grievance procedure and policy**
- Copy of the organization's structure**
- Letters of support or MOA/MOU for agencies providing in-kind support** *(Housing Development/ New Construction only)*
- Copy of financial management policies and procedures**
- Audit Report and IRS Form 990:** Applicants are required to submit a **2013 Financial Audit or 2013 IRS Form 990 (if applicable)**. *NOTE: The 2013 Audit may not have an end date prior to December 31, 2013. If the 2013 Financial Audit is unavailable, please submit most current Financial Audit along with an official letter stating when the 2013 Financial Audit will be complete.*
- Certified Financial Statement:** Applicants are required to submit a Certified Financial Statement for 2013. *NOTE: The 2013 Financial statement may not have an end date prior to December 31, 2013.*
- Certificate of Insurance** (Required Coverage and Endorsement)

Electronic copies of the RFP, attachments and forms can be downloaded in MS Word/MS Excel format from the City of Columbia Community Development web page: [www.columbiasc.net/comdev.net](http://www.columbiasc.net/comdev.net). You can also e-mail [ddbristow@columbiasc.net](mailto:ddbristow@columbiasc.net) or [vsgleaton@columbiasc.net](mailto:vsgleaton@columbiasc.net) to request for a copy of the RFP package and the budget files in MS Word/MS Excel format.

Documents and Resources:

- [U.S. HUD Office of HIV/AIDS Housing Guide to HOPWA Programs:](#) (pdf)
- [Most Recent HOPWA Consolidated Annual Performance and Evaluation Report](#) (pdf)

## H. Other Requirements

Organizations funded through this grant are required to submit to the Community Development Department, the following technical reports on or before the period specified:

1. Monthly Financial Status/Reimbursement Reports, to be submitted no later than 10 days after the end of each month.
2. Semi-Annual CAPER Report the submitted no later than January 15<sup>th</sup>.
3. Annual HOPWA CAPER and Beneficiary Worksheet to be submitted no later than July 15<sup>th</sup> or 15 days after the end of the program year. All Final Reports to be submitted no later than July 31<sup>st</sup> or within 30 days after the end of the grant period.
4. The funded organization is also required to:
  - Participate in site visit conducted by Community Development or HUD Regional Staff to monitor your program progress.
  - Participate in other activities as defined by the Community Development and/or HUD Regional Staff related to supplemental reporting, tracking, and/or evaluation.
  - Participate in training or other technical assistance opportunities provided by Community Development and/or HUD Regional Office Staff.

The Federal Funding Accountability and Transparency Act of 2006 require sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the Central Contractor Registration. To find information on how to obtain a DUNS number and register in CCR please visit the following websites:

- [http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp) and [www.ccr.gov/startregistration.aspx](http://www.ccr.gov/startregistration.aspx). Completing these registration processes is free, but may take up to 10 days to complete.
- A DUNS number and confirmation that your agency is active in CCR is required as part of this year's application. No awards will be made without this information.

### Documents and Resources:

- [U.S. HUD Office of HIV/AIDS Housing Guide to HOPWA Programs:](#) (pdf)
- [Housing Opportunities For With AIDS \(HOPWA\) Financial Management Training Manual](#) (pdf)
- [Most Recent HOPWA Consolidated Annual Performance and Evaluation Report](#) (pdf)

## I. Appeals Process

An agency requesting Housing Opportunities for Persons with AIDS (HOPWA) funding through the fiduciary may appeal funding decisions. Appeals are limited to alleged illegalities in the decision-

making process. Appeals should be addressed to the Community Development Department - Director within 14 days of the date on the notification letter (see RFP Timeline below for approximate date of release of letters). All appeals must be accompanied by supporting documentation of the alleged illegality. The Director of Community Development will convene and chair a 3-person committee composed of the CD Director, Citizens Advisory Committee Chair, and one person at large from the Proposal Review Panel. The committee will conduct a fact-finding investigation. The committee will notify the complainant of its decision within 30 days of receipt of the appeal. The committee's decision will be communicated in writing to the appealing agency.

Any decision made by the committee shall be considered final.

## J. RFP Timeline

RFP Release Date	March 6, 2014
Technical Assistance Questions & Answers	March 6 – 17, 2014 Call Dollie Bristow at (803) 545-3371 or Verdine Gleaton at (803) 545-3952 for information.
<b>DEADLINE FOR SUBMISSION OF PROPOSALS</b> <i>(Late proposals will not be considered. Faxed or electronically transmitted responses will not be considered)</i>	<b>THURSDAY, MARCH 20, 2014</b>  Not later than 5:00 p.m. EST  Submit proposal to: City of Columbia Community Development Department Attn: Dollie Bristow , CD Administrator 1225 Lady St., Suite 102, PO Box 147 Columbia, SC 29217
Review of Proposals	March 21 <sup>st</sup> – 31 <sup>st</sup> , 2014
Community-Based Panel Review Meeting	April 1, 2014
Recommendation to Citizens Advisory Committee	April 2, 2014
Notification to Agency	April 15, 2014
Recommendation to City Council for Approval	May 6, 2014
Conditional Award Letter to Agencies	May 31, 2014
Start of Service Delivery	July 1, 2014

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