

**South Carolina Department of Health and Environmental Control
HOWPA FY 2012 Grant Year**

Request for Applications

I. SCOPE OF GRANT PROPOSAL

It is the intent of the State of South Carolina, South Carolina Department of Health and Environmental Control (DHEC) to accept grant applications to serve as a “Project Sponsor” for funds administered by DHEC for the State of South Carolina from the U.S. Department of Housing and Urban Development (HUD) “Housing Opportunities for Persons with AIDS (HOPWA) Program to one (1) service area of the state. Project Sponsors will provide emergency housing assistance for persons with HIV disease who are homeless or who are at risk of becoming homeless. The one (1) service area includes the counties of Chesterfield, Darlington, Florence, Dillon, Marlboro and Marion.

II. SPECIFICATIONS

The catalog of Federal Domestic Assistance program number for HOPWA is 14.241. Per 24CFR part 574.300, these funds are designed to provide emergency housing assistance, defined as short-term rent, mortgage and utility payments, and supportive services for persons living with HIV disease who are homeless or who are at risk of becoming homeless. The Project Sponsor shall use HOPWA Program funding administered by DHEC for the State of South Carolina to provide the following services to eligible persons: emergency housing assistance, defined as short-term rent, mortgage and utility payments and supportive services for persons with HIV disease who are homeless or who are at risk of becoming homeless in accordance with the requirements of applicable HUD regulations (24 CFR part 574 – Attachment #1). Project Sponsors must provide services in the same or substantially similar manner as stated in the State of South Carolina Consolidated Plan for Housing and Community Development: 2012 Action Plan submitted to HUD (Attachment # 2) and follow the SC Service Provider HOPWA Guidelines (Attachment #3 and posted on the SCDHEC HOPWA Technical Assistance website at www.scdhec.rwhopwta.)

a. Background

The Federal U.S. Department of Housing and Urban Development (HUD) “Housing Opportunities for Persons with AIDS” (HOPWA) Program funding for the State of South Carolina is administered by the SC Department of Health and Environmental Control (DHEC), STD/HIV Division. DHEC distributes the funds to regional Ryan White Care Providers and/or eligible non-profit organizations that assist persons living with HIV/AIDS. The state HOPWA program serves all areas of South Carolina with the exception of the Columbia, Greenville and Charleston Eligible Metropolitan Areas, which receive HOPWA funding directly from HUD and Aiken and York Counties which are part of neighboring states’ EMAs.

b. Purpose

Federal funds available through this request for application are to be used for providing the following services to eligible persons: emergency housing assistance, defined as short-term rent, mortgage and

utility payments, permanent housing placement and supportive services for persons with HIV disease who are homeless or who are at risk of becoming homeless.

c. Distribution

Through this Request for Applications, DHEC will make available FY 2012 funds (April 1, 2012 to March 31, 2013) to fund one (1) HOPWA Project Sponsor to provide these services in one (1) service area of the state which includes Chesterfield, Darlington, Florence, Marlboro, Dillon, Marlboro and Marion counties. The one project sponsor will be selected must be located in the service area and make services available to HIV+ residents in all of the counties in the multi-county area.

FUNDING FOR THE PROJECT SPONSOR IS DEPENDENT UPON RECEIPT BY DHEC OF FEDERAL FUNDS.

III. SCOPE OF WORK

A. Specific Tasks

The HOPWA Project Sponsor awarded under this grant application shall:

1. The Project Sponsor will submit a projected budget to DHEC at the beginning of the grant year. If a budget revision exceeds 10%, the Project Sponsor must make a written request to DHEC for approval of the revision. The budget revision will not be allowed until the Project Sponsor receives written approval from DHEC.
2. The Project Sponsor agrees to operate the program services in accordance with the requirements of applicable HUD regulations (24 CFR part 574 - Attachment I).
3. Case managers who are employed by the Project Sponsor will be responsible for determining a participant's eligibility for the HOPWA-funded emergency housing service (as described in 24 CFR part 574.3). Eligible persons must be HIV infected and be low-income or very-low income persons as defined by HUD and/or have a need for emergency housing assistance for a short period of time.
4. Case managers will develop and assure a coordinated plan of care and attempt to secure permanent housing for clients. This would include assisting clients who are not on disability to apply for disability, assisting clients to apply for public housing assistance such as Section 8 subsidies, assisting clients to apply for the DHEC-sponsored, statewide Tenant Based Rental Assistance program, and assisting clients to apply for housing at community residential care facilities and/or long-term care facilities.
5. The Contractor agrees to comply with the maximum time period for short-term housing as mandated by HUD regulations: 21 weeks in a 52-week period for rent, mortgage and utility payments (ref. 24 CFR part 574.330 a).

B. General Grant Requirements

1. The Project Sponsor will consult with DHEC SDT/HIV Program in developing programs/services and policies in order to assure compliance with HUD regulations.
2. The Project Sponsor must use Provide Enterprise for tracking and reporting program services.

C. Funding-Related Grant Requirements

1. A comprehensive budget reflecting all program costs should be submitted to the DHEC Division of STD/HIV at the beginning of the grant year. If a budget revision exceeds 10%, the Contractor must make a written request to DHEC for approval of the revision. The budget revision will not be allowed until the Contractor receives written approval from DHEC.
2. The Project Sponsor may use up to seven percent of the amounts received for administrative costs. This does not include the costs of staff necessary to assess clients and provide housing assistance.
3. No funds may be used to make cash payments to intended recipients of services.
4. The provisions of the Contract are contingent upon any possible revision of State or Federal regulations and requirements governing CFDA No. 14.241, Department of Housing and Urban Development, Grant Title "Housing Opportunities for Persons with AIDS (HOPWA) Program," Award Number SCH09-F999, effective April 1, 2012 to March 31, 2013, and each year thereafter to March 31, 2017 contingent upon final grant award for each year. DHEC Point of Contact for financial information regarding payments made under this contract: Ronnie Belleggia, Assistant Bureau Director, Bureau of Financial Management, 2600 Bull Street, Columbia, SC 29201-1708.
5. Advanced payments conditions: An initial advance payment invoice may be made for the expected amount needed for the first month of each grant award year, and subsequent invoices should reflect actual expenditures for eligible activities for the previous month. Advanced payments must be based on estimated expenditures by the recipient for no more than the next 30-day period. By the end of each grant award year, and the contract period, the total expenditures should offset the initial advance payments and this offset must be documented and submitted to DHEC with the final invoice within the grant award year.

D. Grant Reporting and Monitoring Requirements

1. The Project Sponsor must insure compliance with HUD reporting requirements. An Annual Performance Report (APR) will be submitted for the HOPWA year, which is April 1 -March 31. Reports will be due to DHEC by April 30 each year. Forms for the report will be provided by DHEC. The report will include demographic information

about individuals and families assisted with HOPWA funds, administrative costs charged to the program and costs for emergency housing assistance, and supportive services, including staffing costs. Sub-contractors will report to the Contractor and DHEC following the DHEC reporting schedule and using the DHEC reporting format.

2. Quarterly Financial Reports identifying the amount of funds received and the amount expended for each category of services provided are required to be submitted to DHEC quarterly 15 days after the end of the quarter.
3. A Mid-Year Programmatic Report showing progress in meeting the program goals and objectives, including numbers of clients served with each service are required to be submitted to DHEC after the end of the first 6 months of the grant period.
4. The Project Sponsor must maintain records for six years beyond the end date of this contract. The Project Sponsor must agree to make available to HUD for inspection financial records to ensure proper accounting and dispersing of HOPWA funds. These records will be monitored on an ongoing basis by DHEC and are subject to an annual review by HUD.
5. The Project Sponsor must be prepared to provide, upon request by DHEC, specific documentation of expenditures included on submitted invoices. The following areas will be reviewed:
 - a. Financial Management: Financial records will be reviewed to assure compliance with generally accepted accounting requirements. The records should provide accurate, current and complete disclosure of financial results. They have to identify the source and application of funds and must be supported by invoices and other source documentation.
 - b. Program Progress: Review progress in providing mortgage, rent and utility payments, providing supportive services and expending funds.
6. Records with respect to all matters covered by this Contract shall be retained by the Contractor for 6 years after the end of the Contract period, and shall be available for audit and inspection at any time such audit is deemed necessary by DHEC. If audit has begun but is not completed at the end of the 6-year period, or if audit findings have not been resolved at the end of the 6-year period, the records shall be retained until resolution of the audit findings.
7. DHEC will monitor the following areas:
 - a. Beneficiaries: Review client files to determine if they are low-income persons with HIV/AIDS or their family members, or have a documented financial emergency. The review will include policies and procedures regarding intake of program participants, assessing/reassessing their needs, the extent to which

the program helps clients live more independently, procedures to ensure that clients are being assisted for no more than five months (21 weeks in a 52 week period) and documentation of resident length of stay, turnover and reasons for leaving.

- b. Conduct an assessment of the housing assistance and supportive services required for participants in the program. Review the provision of supportive services to participants and ensure that case management is offered to each participant. Ensure that each participant has a current Case Management Individualized Action Plan. The Contractor must also comply with HUD reporting requirements as listed in the Annual Performance Report.

E. Grant Budget

The initial grant fiscal year is from April 1, 2012 through March 31, 2013. DHEC will make available fiscal year funds to fund the Project Sponsor in the designated counties intended to provide emergency housing assistance. The total annual dollar amount available will be dependent on federal funds made available. The grant will be awarded for a period of up to five (5) years.

Determination of award will be based on the merits of the proposed projects as put forth in the grant applications. Up to 7% of the total grant may be used for administration. Any continuation of funding is contingent upon federal funds availability. Grant award amounts are subject to change each year.

If awarded, the Project Sponsor will submit a projected budget to DHEC at the beginning of each grant year. If throughout the course of a grant year a budget revision is necessary and exceeds 10% of the amount allocated for that budget item, the Project Sponsor must make a written request to DHEC for approval of the revision. The budget revision will not be authorized until the Project Sponsor receives written approval from DHEC.

Project Sponsors must ensure that all clients are screened at HOPWA intake for eligibility into the program.

IV. INFORMATION FOR APPLICANTS TO SUBMIT/SCORING CRITERIA

Applicants should submit the following information for the purpose of evaluation. To be considered for award, all proposals must include, at a minimum, responses to the information requested in this section. Scoring points associated with each section are noted in parentheses. Entities applying to be a Project Sponsor should restate each of the items listed below and provide their response immediately thereafter.

All information should be presented in the listed order:

Table of Contents – Provide a *one-page* table of contents document that includes all the items listed below.

1. Program Description

2. Organizational History, Experience and Qualifications
3. Community Assessment
4. Reporting and Evaluation
5. Program Budget*

*(budget must be submitted but will not be part of the scoring criteria.)

1. Program Description (30 Points Total)

The applicant must clearly define the services they will provide and describe how they will be provided.

- A. Identify the services to be provided and how many people with HIV are expected to be served by each service.
- B. Describe the staffing your agency will employ to provide the above services.
- C. Describe the process of how the agency/organization will provide the services, including how the agency/organization will ensure proper and timely access to services and to ensure no duplications of delivery occur. Describe how all of the counties in the service area will be covered.

2. Organizational History, Experience and Qualifications (30 points total)

The applicant must demonstrate the proven ability to accomplish the tasks set forth in the Scope of Work and demonstrate experience in providing specified services to persons with HIV disease and their families.

- A. Describe your organization's history, experience and qualifications proving your ability to accomplish the tasks set forth in the Scope of Work.
- B. Describe the record of service to special populations and subpopulations with HIV disease in the communities/counties to be served.
- C. Demonstrate the ability to begin provision of services on April 1, 2012.
- D. Include resumes of key personnel assigned to manage the program and what they do for the organization.

3. Community Assessment (20 points total)

The applicant must demonstrate knowledge of the service area including other HIV and housing services available and the population to be served.

- A. List the agencies and community-based organizations with which your agency will collaborate. For each organization, define its proposed scope of services, role in the region/area, and record of service to persons with HIV disease and families.
- B. Identify the populations and subpopulations of individuals with HIV disease and their families in the area to be served. The applicant agency shall consider demographic characteristics of reported AIDS cases and HIV infection, as well as other sources of information. South Carolina HIV/AIDS surveillance data is available on the web at <http://www.scdhec.net/hs/diseasecont/stdwk/html/surveillance.htm>.

4. Reporting (20 points total)

The applicant must demonstrate the ability to meet state and federal reporting requirements.

- A. Agency/organization must use the database software Provide Enterprise 6.2 or greater for service data collection and reporting.
- B. Describe the process the agency/organization will use to collect demographic and qualitative data to meet the state and federal reporting requirements listed in the Scope of Work.
- C. Describe how the agency/organization will evaluate services to ensure goals and objectives are met.

Application Submission

Applicant shall submit a signed Cover page and Application addressing all of the above noted points.

Attachment 1

24 CFR part 574

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2e66e569a471d534f7fc663ff078a13d&rgn=div5&view=text&node=24:3.1.1.3.7&idno=24#24:3.1.1.3.7.1.1.1>

Attachment 2

State of South Carolina Consolidated Plan for Housing & Community Development: 2012 Annual
Action Plan (Final Attachment is HOPWA Action Plan)

[http://www.scdhec.gov/health/disease/stdhiv/docs/2012ActionPlan%20\(January%202012\).pdf](http://www.scdhec.gov/health/disease/stdhiv/docs/2012ActionPlan%20(January%202012).pdf)

Attachment 3

SC Service Provider HOPWA Guidelines

http://www.scdhec.gov/health/disease/stdhiv/docs/hopwa_2007guidelinesjan26.pdf

Attachment 4

SC HOPWA Budget Form

<http://www.scdhec.gov/health/disease/stdhiv/hopwatech.htm>

Attachment 5

Procedures for Dispute Resolution

I. **DISPUTE PROCEDURES FOR GRANT PROGRAM APPLICATIONS DURING THE APPLICATION PROCESS**

The following dispute procedures are available to any community based organization, local or county program or any other applicant that objects to a requirement in a request for a grant proposal or does not receive a distribution of funding as a subrecipient/Project Sponsor under a federal, state, or combined federal/state grant program.

- A. Request or Application for Funding.** Subject to conditions set forth in these procedures, any prospective applicant who is aggrieved in connection with the proposed evaluation of applications or proposed manner of distribution of funds in the Request for Applications under the HOPWA Program shall submit a letter of concern via e-mail to the HOPWA Program Manager (odonnet@dhec.sc.gov) within five (5) calendar days of the date of issuance of the Request for Grant Proposals or any amendment thereto if the amendment is at issue. A dispute shall set forth the grounds of the dispute and the relief requested with enough particularity to give notice of the issues to be decided. The Program Manager will render a decision in 24 hours. If the applicant is not satisfied with the decision rendered by the Program, the applicant shall notify the Chief of Staff in writing within two (2) business days of the date of the e-mailed, written response from the HOPWA Program Manager. This notification should be sent to douglamw@dhec.sc.gov, Attention: Chief of Staff. The Chief of Staff will conduct a review, with the assistance of the Chief Counsel, Administration, or his or her delegate, and provide a written response within five (5) business days. The decision of the Chief of Staff will be final and conclusive.
- B. Award to an Applicant.** Any applicant who is aggrieved in connection with the Notification of Award shall submit a letter of concern to the Chief of Staff of DHEC within three (3) business days of the Notification of Award date. The Chief of Staff will conduct a review, with the assistance of the Chief Counsel, Administration, or his or her delegate, and provide a written response within five (5) business days. The decision of the Chief of Staff will be final and conclusive.
- C. Notice of Decision.** A copy of all decisions under this dispute resolution procedure shall be mailed or otherwise furnished immediately to the aggrieved party and any other party intervening.

II. PROCEDURES FOR GRANTS DISPUTES REGARDING DHEC'S EVALUATION OF A SUBRECIPIENT/PROJECT SPONSOR'S EXPENDITURES IN THE POST-AWARD PHASE

- A. **Applicability.** These procedures apply to controversies between DHEC and the subrecipient/project sponsor when the subrecipient/project sponsor disagrees with DHEC's evaluation of an expenditure by the subrecipient/project sponsor as "not allowed" under the grants program requirements. These procedures constitute the exclusive means of resolving a controversy between DHEC and a subrecipient/project sponsor of an awarded grant.
- B. **Complaint against HOPWA Program Management.** A subrecipient/project sponsor has 30 days after the discovery of a dispute or controversy over the program's denial of an expenditure to notify in writing the HOPWA Program Manager of the identification of the dispute or controversy. The HOPWA Program Manager has 45 days to review and attempt to informally resolve the dispute or controversy. If the dispute cannot be mutually resolved, the subrecipient/project sponsor may raise the dispute or controversy, in writing, to the Director of Grant Program Services within five (5) business days. The Director of Grant Program Services, or his or her designee, will offer to meet or conference call with the subrecipient/project sponsor within fourteen (14) days of receipt of the dispute. The Director of Grant Program Services will provide a written determination within 10 days of his or her decision regarding the expenditure after consultation with HUD.