

South Carolina Department of Health and Environmental Control

HOPWA FY 2012 Grant Year – for Transitional Facility Based Supportive Housing

Request for Grant Applications

I. SCOPE OF GRANT PROPOSAL

It is the intent of the State of 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. This grant will provide, to a single Project Sponsor, operating costs for a Transitional/Short-Term Facility Based Supportive Housing Facility to house persons with HIV disease.

II. SPECIFICATIONS

The catalog of Federal Domestic Assistance program number for HOPWA is 14.241. Per 24CFR part 574.300, HOPWA funds are designed to provide housing assistance for persons living with HIV disease who are homeless or who are at risk of becoming homeless. Federal funds for this request for applications are for facility-based housing. The Project Sponsor shall use HOPWA Program funding administered by DHEC for the State of South Carolina to provide operating costs for transitional/short-term facility based supportive housing 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).

Background

The 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 (EMA), which receive HOPWA funding directly from HUD and Aiken and York Counties which are part of neighboring states’ EMAs.

a. Purpose

Federal funds available through this request for application are to be used for providing the following: operating costs for facility-based housing in the form of transitional/short-term facility based supportive housing for persons with HIV disease who are homeless or who are at

risk of becoming homeless. This facility-based housing supported with HOPWA funds must be available to eligible people living with HIV from all counties of South Carolina.

b. Distribution

Through this Request for Applications, DHEC will make available FY 2012 funds to fund one (1) Project Sponsor. The initial program term is from July 1, 2012 through March 31, 2013. The grant will be awarded for four (4) program terms, the first of which will be nine months long. Any continuation of funding after the initial program term is contingent upon federal funds availability. Grant award amounts are subject to change each year.

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

III. SCOPE OF WORK

A. Specific Project Sponsor Tasks

The HOPWA Project Sponsor awarded under this grant application shall:

1. Apply the HOPWA funding to operating expenses associated with operating a permanent or transitional/short-term housing facility for people living with HIV.
2. Operate the program services in accordance with the requirements of applicable HUD regulations (24 CFR part 574 - Attachment I).
3. Ensure through a screening process that all facility-based housing participants are eligible for the HOPWA-funded facility-based housing (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 have a need for facility based supportive housing assistance.
4. Provide housed recipients with appropriate case management supportive services either through other HOPWA funding or other funds
5. Ensure that case managers develop and implement a coordinated plan of care and attempt to secure permanent housing for clients not in a permanent housing facility. 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.

B. General Grant Requirements

1. The Project Sponsor will consult with DHEC STD/HIV Program in developing programs/services and policies in order to assure compliance with HUD regulations.

2. The Project Sponsor must use the Provide Enterprise (PE) data software for tracking and reporting program services. DHEC will provide the required PE licenses for HOPWA funded staff and will provide PE support.

C. Budget and Funding-Related Grant Requirements

1. The Project Sponsor must submit a comprehensive budget reflecting all program costs to the DHEC Division of STD/HIV 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 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 Grant 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 SCH012-F999, effective April 1, 2012, and each year thereafter to March 31, 2016 contingent upon final grant award for each year.
5. DHEC Point of Contact for financial information regarding payments made under this grant: Ronnie Belleggia, Assistant Bureau Director, Bureau of Financial Management, 2600 Bull Street, Columbia, SC 29201-1708.

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 operating facility-based housing. The Project Sponsor will report to 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 15 days after the end of each quarter.
3. A Mid-Year Programmatic Report showing progress in meeting the program goals and

objectives, including numbers of clients served with facility-based housing and the supportive services provided to those served with facility-based housing assistance are required to be submitted to DHEC after the end of the first 6 months of the grant period. The Project Sponsor awarded through this grants process shall submit the first mid-year programmatic report on October 15, 2012.

4. The Project Sponsor must maintain records for six years beyond the end date of this grant. 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 principles. 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 facility-based housing and supportive services to the residents.
6. 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, and documentation of resident length of stay, turnover and reasons for leaving.
 - b. Required supportive services: 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 Project Sponsor must also comply with HUD reporting requirements as listed in the Annual Performance Report.
7. Records with respect to all matters covered by this grant shall be retained by the Project Sponsor for 6 years after the end of the grant 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.

IV. INFORMATION FOR APPLICANTS TO SUBMIT/SCORING CRITERIA

Determination of award will be based on the merits of the proposed projects as put forth in the grant application.

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.

Application Submission

Applicant shall submit a signed cover page and application addressing all of the noted points below 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. Provide a detailed description of the proposed project. Include in your description:
 - i. A summary of the proposed project, including goals, objectives, and activities
 - ii. Resumes of personnel assigned to oversee the completion of the project
 - iii. Other private, public or in-kind resources available to the project
 - iv. If applicable, provide concrete examples of other projects undertaken and completed by your agency
 - v. If you are a 501(c)(3) nonprofit organization, please enclose a copy of your approved IRS designation letter, Articles of Incorporation, By-Laws, and currently elected Board of Directors.
 - vi. If you are a public agency, please provide a copy of your agencies organizational chart and names of the elected Public Body your agency is accountable to (City Council, Board or Commissioners, etc.)

- B. Provide a work plan for completing the proposed initiative including quantifiable goals, objectives and outcomes expected.

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 in detail your agency's capacity to manage the project being proposed. Include a description of your agency's internal and accounting controls currently in place that will manage revenues, account for expenditures, and maintain accurate records. Provide a copy of your current annual organizational/agency budget and most recently completed audit.
- B. Provide written verification from the agencies Executive and/or Fiscal Director, Treasurer and/or CPA that the agency is in compliance with OMB Circular A-133 including audit requirements for entities receiving more than \$500,000 annually in federal awards. If applicable, please include your agency's most recently completed audit.
- C. Describe your agency's ability to verify client eligibility for participation in the project. Include sample applications, verification forms and income requirements. In addition, describe your agency's system ensuring client confidentiality including file and records maintenance.
- D. Describe in detail all existing collaborations and or partnerships your agency is involved with that demonstrates capacity to successfully carry out the activity proposed. Include supporting documentation, such as Letters of Support or Memorandums of Understanding to verify asserted collaborations.

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. Include the written results of a needs assessment recently completed in your geographic region over the past 24 months that quantifies various housing types and options available to persons with HIV/AIDS including - but not limited to - group homes, transitional housing, community residences, permanent rental housing, and other alternatives available.

4. Reporting and Evaluation (20 points)

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. Provide a description of your agency's ability to complete both the fiscal and programmatic progress reports and evaluate the overall effectiveness in meeting stated goals and objectives as required by DHEC.

5. Budget (Not scored)

The applicant must provide a comprehensive budget itemizing all expected program costs for each year of the grant.

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

[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 Applications 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.
- C. All decisions made in accordance with these procedures shall be final.