



Department of Development

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Lee Fisher, Lt. Governor

Lisa Patt-McDaniel, Interim Director

September 11, 2009

TO: Eligible Housing Opportunities for Persons With AIDS (HOPWA) Program Applicants
FROM: Michael A. Hiler, Office Chief, Office of Housing and Community Partnerships
SUBJECT: Fiscal Year 2009 HOPWA Program Application and Instructions

In Fiscal Year (FY) 2009, the Office of Housing and Community Partnerships (OHCP) expects to distribute approximately \$1,157,420 of Housing Opportunities for Persons With AIDS (HOPWA) Program funds, on a competitive basis, to the following eligible applicants:

- private, nonprofit organizations incorporated with Ohio's Secretary of State and granted 501.c.3 status by the Internal Revenue Service; and
- units of local government.

If multiple organizations in a community/area agree to submit one application to meet the entire community's/area's needs, a cover letter agreeing to the project, as described in the application, must be signed by the president of the board (nonprofit agencies) or department director (government agencies) of all agencies that will administer a portion of the project. This type of application will receive a competitive advantage over separate applications serving the same community/area.

Program Summary

The primary goal of the HOPWA Program is to provide project sponsors with the resources and incentives to devise and implement long-term comprehensive strategies for meeting the housing needs of low-income persons with acquired immunodeficiency syndrome (AIDS) or related diseases, and their families. Activities of primary importance are housing and services that assist low-income persons living with HIV/AIDS obtain and maintain affordable housing.

HOPWA funds may be used to provide: short-term rent, mortgage and utility payments to prevent homelessness; supportive services, including, but not limited to, case management, transportation, referral to health and mental health assessment, permanent housing placement, referral to drug and alcohol dependency treatment and counseling, day care, nutritional services, and assistance in gaining access to government benefits; acquisition, rehabilitation, construction and repair of facilities to provide housing; costs for operating a housing facility, including maintenance, security, operation, insurance, utilities, etc.; housing information services; and administrative expenses.

Program Requirements

1. Applicants must match the requested amount of HOPWA funds at a minimum ratio of 1:1.
2. The maximum grant request is based on the percentage of cases of Persons Living with HIV/AIDS within the project's service area when compared to the balance of state (areas outside the Columbus, Cincinnati, Cleveland service areas). Figures promulgated by the Ohio Department of Health are used for this calculation. An adjustment factor of 1.05 and 1.10 is used for urban and rural counties, respectively. Applicants are encouraged to apply for an amount less than the maximum amount. OHCP may consider requests for amounts larger than the maximum amount; however, written approval from OHCP must be obtained.

3. Contact OHCP immediately if the proposed project includes housing development activities. This will facilitate coordination with appropriate persons regarding compliance with the Uniform Relocation Act and Environmental Review requirements. Failure to coordinate with OHCP on these compliance issues can prevent funding of the project.
4. No fee, except rent, may be charged of any eligible person for any housing or services provided with HOPWA funds.
5. Applicants are required to clarify any requests to use HOPWA funds for costs that may appear to be Medicaid reimbursable (e.g., case management, some health care related costs, etc.).
6. If HOPWA funds are used for health care-related costs or costs associated with drug abuse and alcohol abuse treatment/counseling, they should be used for referral or coordination-related activities rather than actual treatment.
7. Organizations serving a multi-county area must have an Outreach Plan detailing how outreach is conducted in each county served.
8. Organizations providing rental or mortgage assistance must develop a Housing Plan for each client receiving these services. The plan must include, at a minimum, current needs, resources available, and a plan that will indicate how the client will be able to meet ongoing housing payments after the assistance is no longer available.
9. To assist in assessing program feasibility and local coordination efforts, ODOD reserves the right to discuss applications with the applicant and/or local officials/organizations.
10. ODOD reserves the right to fund proposals for a lesser amount than requested.

Rating Summary

Proposals will be reviewed and evaluated based on the following selected criteria:

1. Need: Projects will be evaluated based on the degree to which they meet the unmet needs of the community to be served by the program; need of the area's population for HOPWA eligible programming and services as described in the Consolidated Plan or the Community Housing Improvement Strategy; and extent to which the proposal is consistent with local needs and fits into a community-wide strategy addressing those needs.
2. Program Design: Projects will be evaluated based on the type and quality of proposed activities: emphasis on housing and housing-related activities, especially operation of a community residence providing long-term housing; outreach and referral systems; criteria for selecting residents for housing and services; method for verifying client eligibility and ensuring that client needs cannot be met through other programs; case management plan and how that plan will help meet the client's needs; measures ensuring that clients receive the appropriate type, delivery and level of service; and rationale for discontinuing or limiting services.
3. Coordination: Projects will be evaluated on the degree to which they coordinate with other mainstream organizations in the community to meet the housing and service needs of persons with AIDS; extent of coordination with units of local governments, local health departments or other organizations serving persons with AIDS or related diseases; extent of coordination with local Ryan White Consortium and/or AIDS task force, support from the Ryan White HIV/AIDS Service Consortia and the HIV/AIDS Coordinator for the Area; and how the organization fits in the local community's continuum of care in addressing the needs of the targeted population.
4. Financial Management: Projects will be evaluated based on their financial management practices: internal control procedures; reasonableness of proposed budget; and amount and diversity of other funds committed.

5. Administrative Capacity: Projects will be evaluated on the capability of the organization's staff to implement the proposed project; organization's history, including its experience in implementing the proposed activities; key staff's relevant educational background, professional certifications, licenses and work experience; and performance on recent or current grant(s) (if applicable).

Application Completion Procedures

Do not include attachments that are not requested (e.g., resumes, intake forms, service plans, etc.). Applicants may choose one of the following methods to complete the application:

1. Type directly on the application forms provided by OHCP;
2. Obtain a copy of the application via e-mail attachment (Microsoft Word 2003) from OHCP; or
3. Forms can be accessed from the ODOD Web site at the following address:
<http://development.ohio.gov/cdd/ohcp/applications.htm>.

The application submission deadline is November 3, 2009 at 5 p.m. Applicants must submit one original and two copies of the application to OHCP, 77 South High Street, 24th Floor, Columbus, Ohio 43215-6130. Overnight delivery items will be considered filed in a timely manner if received in OHCP on or before November 3, 2009 or upon submission of documentary evidence that they were placed in transit with the overnight delivery services by no later than 5 p.m. on November 3, 2009.

Questions regarding the program should be directed to Kimberly Alexander, OHCP Supportive Housing Specialist, by e-mail at Kimberly.Alexander@development.ohio.gov or by telephone at (614) 466-2285.

MH/SG/KDA/MD
Enclosures