



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

Andrew M. Cuomo
Governor

Kristin M. Proud
Commissioner

November 6, 2013

Dear HOPWA Applicant:

Enclosed is a compilation of questions relating to the Housing Opportunities for Persons with AIDS Program (HOPWA) Request for Proposals (RFP) that were submitted to the Office of Temporary and Disability Assistance (OTDA). I encourage you to thoroughly read the responses as they provide clarity on topics raised by applicants.

As the application deadline draws near, I want to take this final opportunity to remind you of some significant factors relevant to proposals submitted under HOPWA.

- The application deadline is 3:00 p.m. Wednesday, November 20, 2013. You should submit an original application and two complete copies.*
- Be sure the application is complete, including copies of the agency's board profile, certificate of incorporation, Equal Employment Policy, documentation of NYS Charities filing, documentation of Worker's Compensation Coverage, and audited financial statement.*
- Finally, before photocopying your completed application, please be sure to review it for completeness, accuracy and consistency.*

OTDA is looking forward to receiving applications that meet local needs and propose innovative solutions to assist persons living with HIV/AIDS.

Sincerely,

Linda Camoin

Linda Camoin
Bureau of Housing and
Support Services

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HOPWA 2013 RFP Questions and Answers

1. **Question:** Does the City of Albany's Eligible Metropolitan Statistical Area (EMSA) share include Montgomery County?

Answer: The current HUD allocation for the city of Albany does not include Montgomery County. As such, applications may be submitted for services to eligible HOPWA households in Montgomery County.

GENERAL

2. **Question:** What is the maximum award that will be made under this RFP? If there is no maximum, what is the average amount expected to be awarded? If that info is not available, approximately how many awards does OTDA anticipate making?

Answer: The maximum award is set forth under Section X - Selection Process of the HOPWA RFP and reads, "if there are other viable proposals, no one applicant will be awarded more than 20% of the total available funds." Grant award amounts are anticipated to vary based on community needs and the proposed project. Please refer to Section III for priorities and allowable activities.

OTDA has not predetermined the number of awards that will be made under this procurement.

3. **Question:** Are there requirements for the length and formatting of the narrative? (page limit, margin size, font size, line spacing, etc.)

Answer: OTDA has not restricted the length or formatting of the narrative. OTDA encourages applicants to use standard margin and font sizes.

4. **Question:** Is there any possibility that the due date for submission of HOPWA applications will be pushed back from the stated 20 Nov 2013 date?

Answer: The due date for HOPWA Applications is Wednesday November 20, 2013. Any proposal received after the deadline will be reviewed solely at the discretion of OTDA.

5. **Question:** In end of section IV, it states that the City of Syracuse will be allocated \$279,037 for Federal Funding Year 2013. Is that the annual amount that will be allocated for Syracuse during the remaining contract years?

Answer: The amount referenced to be allocated to agencies serving an eligible population residing in the City of Syracuse is a minimum annual amount. For Federal Funding Year 2013 that amount is \$279,037.

APPLICANT DOCUMENTATION

6. **Question:** Regarding the current RFP for the HOPWA program – On page 25 of the RFP, we are asked to provide the "Date of Last Certification" for the NYS Charities Registration Bureau. What date is being asked for here?

Answer: The "Date of Last Certification" is in reference your agency's most recent filing date with the NYS Charities Registration Bureau.

ELIGIBLE APPLICANTS

7. **Question:** I wondered if you can help me to understand part IV. I am not sure if we are eligible for the federal funds, although I think we qualify for funding from local municipality. I also was looking at the term in part VII, 'applications proposing to provide housing information and referral services.' Does that mean we must be a housing provider or just provide housing information and referral services?

Answer: Federal Fiscal Year 2013 HOPWA direct allocations were awarded to the following localities within New York State:

- \$53,533,071 to the City of New York to be shared with Westchester and Rockland Counties and the City of New Rochelle;
- \$1,684,976 to the City of Islip to be shared with Nassau and Suffolk Counties;
- \$657,405 to the City of Rochester to be shared with Monroe, Genesee, Livingston, Orleans, and Ontario Counties;
- \$524,721 to the City of Buffalo to be shared with Erie and Niagara Counties;
- \$470,954 to the City of Albany to be shared with Albany, Rensselaer, Schenectady, Schoharie and Saratoga Counties; and
- \$624,416 to the City of Poughkeepsie to be shared with Dutchess and Orange Counties.

As such, applications proposing services to residents in the above listed areas are not eligible for HOPWA funds administered by OTDA. Assuming your New York City based organization is proposing services to residents in NYC your agency would not be eligible for HOPWA funds administered through this RFP.

With regard to Section VII of the application, "housing information and referral services" is an eligible Group 2 Lower Priority activity under this RFP. These services are defined on page 6 as "services to help individuals with HIV/AIDS locate, acquire, finance and maintain housing. Such services may include counseling, information and referral, as well as fair housing counseling to address housing discrimination. Applicants proposing this activity must demonstrate that the proposed services will have a significant impact on the persons served (i.e., leading to placement in permanent housing) and are services that are not available from existing providers." Applicants are not required to provide such services. However, should a project request funds in support of housing information and referral services the income test should not be a barrier to services.

ELIGIBLE SERVICES AND COSTS

8. **Question:** On page 5 of the RFP, the application lists, as one of the High Priority Activities, "Support Service Case Management/Housing Case Management (with HOPWA housing)". What is meant by "HOPWA housing"? Does it mean a specific facility that is operated with HOPWA funds, or could it include HOPWA Tenant-based rental assistance?

Answer: HOPWA housing refers to those projects that include housing options for tenants who are supported with HOPWA funds. HOPWA housing includes facilities operated with HOPWA funds and HOPWA tenant-based and/or projected-based rental assistance.

9. **Question:** On page 52 of the RFP, reference is made to "overseeing housing and client care plans" with regard to case management. Does this mean that assessment and care coordination by a Registered Nurse would be an allowable cost?

Answer: Yes, assessment and care coordination by a registered nurse is an allowable cost.

10. **Question:** In section IV, the term “financial counseling” is not clear. Can you provide some clarity concerning that term?

Answer: Financial counseling is an eligible HOPWA service that will assist and guide eligible program recipients on ways to best manage resources to create better housing stability.

ELIGIBLE Population

11. **Question:** Under section VII it is not clear if all individuals with HIV/AIDS are eligible or if “low income” persons or families are eligible (80% of median income). Could you please explain how these both relate to eligibility and how they do not contradict one another?

Answer: In accordance with HOPWA regulations, persons eligible to receive services or assistance must be low-income individuals, or families containing an individual, with documented HIV infection, HIV-related illness, or AIDS. Low income is defined in 42 USC 12902, as households whose income does not exceed 80% of the area median income (AMI), as determined by the Secretary of HUD.

However, projects requesting funding to provide housing information and referral services may serve all individuals with HIV/AIDS regardless of income. Therefore, with the exception of housing information and referral services, all individuals/families proposed to receive services with HOPWA funding must meet the low-income guidelines.

LOCAL APPROVAL

12. **Question:** Page 8, Section VIII. Local Approval: Is it sufficient to obtain local approval only at the County level for each of the Upstate counties we work in, or do we also have to obtain local approval from every locality within those counties that completes a HUD Consolidated Plan?

Answer: OTDA will accept local approval from County governments.

13. **Question:** If the answer to the question above, is that we have to obtain Local Approval from each county and all localities within each county, can the OTDA provide a list of the localities that complete HUD Consolidated Plans and the contact information? The list of Consolidated Plans on the HUD website is incomplete so we are not certain how many localities within those counties also complete a Consolidated Plan.

Question: Can the OTDA provide a contact list for all counties with a HUD Consolidated Plan?

Answer: OTDA does not maintain a contact list for Consolidated Plans. Consolidated Plans are reviewed and approved by the U.S. Department of Housing and Urban Development (HUD). The following link, which can be sorted by county or city, will direct you to a listing of all HUD approved Consolidated Plans in New York State:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/conplan/local/ny.

In addition, HUD Field Offices may be able to assist with identifying contact information

Selection Process

14. **Question:** In section X, one of the bullets concerning proposal rating uses the phrase “potential for achievement.” Could you further define that phrase?

Answer: OTDA will evaluate applicants’ clarity of expected results of the proposed HOPWA program and consider the reasonableness of the projected outcomes or potential for achievement. OTDA encourages applicants to develop realistic program goals and outcomes.

General Terms and Conditions

15. **Question:** Page 14, MWBE Requirements state: “the OTDA hereby establishes an overall goal of 20% for Minority and Women-Owned Business Enterprises (“MWBE”) participation, 10% for Minority-Owned Business Enterprises (“MBE”) participation and 10% for Women-Owned Business Enterprises (“WBE”) participation”. Is the overall participation goal of 20% applicable only to the portion of the funding that is available for contracting? For example, funds that must be allocated for salaries, fringe, STRMU, TBRA, etc., cannot be used to contract with MWBE contractors.

Answer: Correct, the overall goal of 20% for Minority and Women-Owned Business Enterprises participation is applied towards the discretionary amount of funds available. Budgeted items for salaries, fringe, and rental assistance would be excluded. Applicants that propose budgets with no discretionary funds should label MWBE corresponding forms “Not applicable at this time” and return the documents with the application.

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