



# CITY OF NEW ORLEANS

LaToya Cantrell, Mayor

**2022**

***Housing Opportunities for Persons with HIV/AIDS  
(HOPWA)***

## **Notice of Funding Availability (NOFA)**

### **GENERAL INFORMATION AND CITY REQUIREMENTS PACKAGE**



**Office of Community Development  
Tyra Johnson Brown  
Interim Director of Housing Policy & Community Development**

**CITY OF NEW ORLEANS  
OFFICE OF COMMUNITY DEVELOPMENT  
1340 Poydras St., 10<sup>th</sup> Floor – New Orleans, Louisiana 70112**

**July 29, 2022**

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**2022 NOTICE OF FUNDING AVAILABILITY (NOFA)**

**Housing Opportunities for Persons with HIV/AIDS**

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**Agency:** *Office of Community Development (OCD)*

**Action:***Notice of Funding Availability (NOFA)*

**Summary:** The City of New Orleans (CNO) is currently operating under the 2017-2021 Consolidated Plan which serves as the planning and application process for four (4) federal formula grants awarded to the City of New Orleans by the U.S. Department of Housing and Urban Development (HUD). One of the HUD grants is the Housing Opportunities for Persons with HIV/AIDS (HOPWA). The Consolidated Plan identifies priority housing, community development, and continuum of care needs and strategies to address these needs. The City of New Orleans partners with community-based organizations to assess, develop, and implement programs to address priority needs of the Consolidated Plan. Organizations **Certified** on the Registry of Community Organizations are eligible to apply through the competitive NOFA process. See Registry Application requirements and applicable deadlines below.

**Release Date:**

The 2022 HOPWA NOFA Application and Registry of Community Organizations Application are available in MS Word Format on the CNO's OCD Webpage: <http://www.nola.gov/community-development/> beginning **April 29, 2022**, Any questions should be directed to OCD Staff: Madelyn Cosey Sanchez at (504) 658-4214 regarding the NOFA.

**Pre-Submission Informational Session Date:**

There will be an informational session to assist and to answer questions regarding the correct completion of this NOFA on **Thursday, August 18, 2022, 1:00PM – 3:00PM** at the Office of Community Development, 1340 Poydras Street, 10<sup>th</sup> floor, New Orleans, LA 70112.

**Deadline:** No later than **Wednesday, August 31, 2022, 3:00 PM central standard time (CST)** an original plus three (3) copies of the **2022 HOPWA NOFA Application** must be submitted to: City of New Orleans - Office of Community Development, 1340 Poydras Street, 10<sup>th</sup> Floor, New Orleans, Louisiana 70112 **AND** an electronic copy in *PDF format of the 2022 HOPWA NOFA Application* is required to be emailed to: [mcsanchez@nola.gov](mailto:mcsanchez@nola.gov). Please use **"2022 HOPWA NOFA APPLICATION - Your Agency's Name"** as the subject line in the email submission. Applications will not be

accepted in any other format. Applications submitted after this date and time will not be considered. **Proposals must be complete at the time of submission.** No addendum will be accepted after the deadline date for submission of proposals. Applicants who physically deliver the proposal must have their proposal and copies logged in and complete a sign-in sheet. Under no circumstance should an applicant leave a proposal at the Office of Community Development without completing the required log-in procedure. Applicants who mail proposals should do so by certified mail, return receipt requested, or through overnight mail services allowing enough time for the proposal to be *received* by the deadline date and time.

**Funding:       The approximate anticipated funding to be available: \$3,500,000.00**

### **Funding Notice Overview:**

The Housing Opportunities for Persons with AIDS (HOPWA) grant administered by the City of New Orleans, Office of Community Development (OCD) has changed. This change is to better reflect current HIV epidemic trends with the passing of the Housing Opportunity through the Modernization Act (HOTMA), Public Law 114-201, July, 2016. In the past, the grant was awarded to the City as a formula grant that was based on the cumulative AIDS cases. This formula counted deceased individuals as well as those living with HIV/AIDS. The new formula requires that 25% of the funds be distributed on the current population living with HIV or AIDS, local fair market rents, and the poverty rate of the State in order to target areas with the greatest need. This change will be phased in over a five-year period.

In the past, under the City's old model, more than 62% of the City's formula HOPWA funds were awarded to non-profit community-based organizations to support operating costs for transitional housing (communal living) facilities. Individuals who are infected/affected with the disease and who are in need of extensive residential care were served. The City determined that this type of housing does not address the needs of the majority of the target population in the Eligible Metropolitan Area (EMA) which the funding is intended to serve. The cost per unit was extremely high and far above national averages. Therefore, the City began the development of a new model of allocating funding to serve more individuals.

The new model shifts the focus from extensive residential assisted living to self-sufficiency of equipping clients with skills necessary to live independently. The City is directing more funding to rental assistance and supportive services which will result in more clients receiving assistance. Currently, permanent housing with associated support services is the direction of the awarding of the HOPWA funding allocation.

The new model includes the approach of Housing First and Harm Reduction that have continuously surfaced as being successful in many jurisdictions. Training on these approaches to the non-profits providing the services and to City staff have proven to be advantageous and received favorably. Data regarding these approaches has indicated improvements in the quality of life for the individuals served.

In the City's quest for transparency, community involvement and partnership intensive work has continued in the development of the new HOPWA Program Design that will address the needs of PLWH in the EMA. Design changes involves:

- Right sizing of staff with decreased staff to client ratios;
- Intensive training on supportive services and case management;

- Diversifying sources of funding; and
- Utilizing facilities for alternative functions.
- Data collection relative to the needs of the clients in the EMA

HUD's Office of HIV/AIDS Housing (OHH) has established a set of values to guide the next steps for implementing HOPWA Modernization. The City supports these values as it develops changes in the service model. These values are:

1. No person should become homeless as the result of HOPWA Modernization;
2. All funds should be used to meet the needs of eligible households, with no funds recaptured from the grant; and
3. Grantees, the City, should ensure that its project design meet the changing needs of the modern HIV epidemic, with the goal of positive health outcomes and reduced viral loads for HOPWA-assisted households.

The HOPWA Modernization Core Committee comprised of persons living with HIV (PLWH), community partners, project sponsors, stakeholders, City representatives and interested citizens still are at work. The sole purpose of the committee is to assist with the development of the new model while holding the City accountable to transparency and focusing on the population in which the grant is designed to serve. In agreeing to serve, the committee members have firm expectations for participation, which are:

1. Attend Core Committee meetings as scheduled.
2. Review the agenda and supporting materials prior to Core Committee meetings.
3. Be informed of the program activities and inform others in the community of the activities.
4. Share developments in and suggestions from the community with OCD.
5. Serve as a liaison between the community and OCD.
6. Realistically assess the needs of people living with HIV (PLWH) to help design a spectrum of services that meet the needs of PLWH in New Orleans and the Metropolitan area.
7. Assist with communicating the planning process.
8. Provide recommendations for HOPWA program design.
9. Be engaged in the process through year 2022.

The City developed a centralized place of transparency where all could find data, HOPWA grant information, HOPWA Modernization meeting dates and minutes, track the progress of the development of the new program design and if desired to add input. The City of New Orleans HOPWA Modernization website is located at: <https://www.nola.gov/community-development/hopwa-modernization-en/>.

The HOPWA Modernization Core Committee initial meeting held at 1340 Poydras Street, Suite 1000, N.O., LA 70112 was January 15, 2019, that resulted in the development of a set of recommendations for the first phase of the redesign of the New Orleans, LA (NOLA) HOPWA Program. The recommendations served as an overall framework for the program that serve as a guide not a hard limit. The recommendations were presented to the community at the HOPWA Modernization Community Meeting the next day at Rosenwald Recreation Center, 1120 South Broad Street, N.O. LA 70125. The recommendations were received, and additional recommendations were stated.

The Core Committee met for the second time on January 29, 2019 at 1340 Poydras Street, Suite 1000. N.O. LA 70112 to discuss the feedback from the Community Meeting and to finalize the funding

recommendations for the 2019 HOPWA Notice of Funding Availability (NOFA). After extended dialogue, recommendations were agreed upon for inclusion and guidance for the NOFA.

In 2020, with the limitations in place because of the Coronavirus, the Core Committee continued its work and met on February 27, 2020, October 14, 2020 and November 5, 2020, virtually via WebEX. In November the committee met to discuss the recommendations for categorical funding and percentages under this NOFA. The City will use the percentages listed as a guide in allocating funds to successful applicants. The following recommendations serve as a frame, not a limit for the 2020 HOPWA Program:

### **Facility-Based Housing**

Facility-based housing, specifically transitional, congregate-style housing, does not address the current needs of the majority of the target population. HOPWA-funded facilities of this type in the City utilize a model designed to address high medical needs, but the majority of persons housed do not demonstrate that need. Further, the cost per unit for these facilities is extremely high and far above national averages. Some transitional housing may still be needed, but the level of funding will be reduced. Currently funded transitional housing facilities should reassess their design and work to decrease cost per unit while reducing barriers to independence and utilizing Housing First and Harm Reduction approaches. Other facility-based housing such as short-term supported housing or permanent housing will be considered. Initial funding goal: approximately 20-30% of available funding targeted for facility-based housing.

### **Tenant-Based Rental Assistance (TBRA)**

TBRA has been implemented in New Orleans on a limited basis. TBRA represents a key permanent housing activity that is designed to quickly move households into stable, affordable housing. This rental assistance activity, together with supportive services designed to support the stability of participating households, will be given a high priority for funding. The level of funding for TBRA will be increased beginning in 2019 and it is anticipated to increase further in subsequent years to the extent possible. In the event that reductions in funding for existing transitional housing results in loss of housing to persons living with HIV/AIDS, these persons will be prioritized to receive TBRA in order to avoid homelessness. Initial funding goal: approximately 35-40% of available funding targeted for TBRA.

### **Permanent Housing Placement (PHP)**

PHP has been implemented in New Orleans to support move-in costs for TBRA recipients and for other HOPWA-eligible households moving into other, non-HOPWA funded housing. This HOPWA activity helps ensure access to stable, affordable housing. The funding level of PHP services should increase as TBRA funding increases and is considered a high priority for funding. Initial funding goal: approximately 8 - 12% of available funding targeted for PHP.

### **Short-Term Rent, Mortgage and Utility (STRMU)**

STRMU is designed to assist HOPWA households that experience financial difficulty and are threatened by eviction or extreme housing instability. This emergency assistance activity is intended to help households avoid homelessness and instability. It is the only HOPWA activity that assists both renters and home owners. The funding level for STRMU should remain at least level and will be increased when possible. STRMU assistance should be closely coordinated with Ryan White housing assistance

to assure that the emergency assistance needs of PLWHA are being met in the most effective way. Initial funding goal: approximately 6-8% of available funding targeted for STRMU.

### **Supportive Services**

Supportive Services have not been directly funded through HOPWA by the City in the past. As the new HOPWA system design is implemented with an increased focus on permanent housing, the City has determined that HOPWA Supportive Services will be funded to assure the successful operation of housing activities. Funding for supportive services will include housing-focused case management as the highest priority, to assist clients in accessing, entering and remaining stable in permanent housing. Other supportive services may include activities that support client independence, address mental health and substance abuse issues, and other activities designed to meet the identified needs of the client population. Initial funding goal: approximately 18-20% of available funding targeted for Supportive Services.

### **Housing Information Services & Resource ID**

Housing Information Services are currently funded through HOPWA. These services are designed to help persons living with HIV/AIDS to identify, locate and acquire housing, including counseling on managing budgets, working with landlords and addressing issues of fair housing and discrimination. The level of funding for this activity will increase in connection to TBRA services. The approximate funding goal is 0-2% of available funding targeted for Housing Information.

### **Resource ID**

Resource ID received funding for the first time under the last HOPWA NOFA. This activity is designed to address system level needs, including but not limited to development of housing assistance resources in the community, coordination and leveraging of other housing resources, community needs assessments, and other collaborative efforts to increase resources for persons living with HIV/AIDS. Resource ID will be funded based on the extent to which the proposed activity will benefit the system and increase community resources.

Under this HOPWA NOFA, non-profits who receive an award will enter into agreements for a period of 12 months beginning January 1, 2023 to December 31, 2023.

*Agencies can apply to provide supportive services only.*

### **The Selection Process under this NOFA**

Once it is determined that an organization is certified on OCD's Registry and the proposed activities of the agency are eligible for funding, the Selection Committee will read and score the proposal. The Selection Committee is comprised of staff from OCD with expertise of the HOPWA grant, individuals with housing knowledge, PLWAs, community stakeholders and community partners.

The selection committee will be scoring the following categories:

- A. Needs Assessment – 10
- B. Organizational Experience and Capacity -15
- C. Applicant Capacity Project Description - 35

- D. Proposed Housing Operation and Support Services Budget - 25
- E. Agency Partnerships - 10
- F. General – overall quality of submission – 5

Each proposal will be read and scored by three selection committee members who received in-house training prior to rating the proposals. After reading, the evaluators are convened for discussion regarding the applications. The final score of each application is the average of the three evaluators' scores. The recommendations and scores are reviewed by the Director of Housing Policy and Community Development, Director of Housing, and Deputy Director of Neighborhood Services and Facilities, who administers the grant and who make funding recommendations for the mayor's approval and signature.

Please note that based on the availability of funds, OCD will have the option to extend highly performing contracts for additional years. The City of New Orleans reserves the right to fund lower rated proposals over higher scoring proposals in any program category to address gaps in services and to provide an equitable distribution of funds to assist an underserved population, geographical area, etc.

It is recommended that review of the City of New Orleans 2017 – 2021 Consolidated Plan located at: <https://www.nola.gov/community-development/documents/2017-approved-2017-2021-consolidated-plan-2017-act/> be reviewed to ensure program alignment.

**Notice of Funding Availability (NOFA)**  
**Project Application INSTRUCTIONS for Applying for Funding Under the**  
**2022 City of New Orleans - Office of Community Development**  
*HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) Grant*

**APPLICATIONS ARE DUE NO LATER THAN 3:00PM ON**  
**WEDNESDAY, AUGUST 31, 2022.**

**All applications must be submitted to:**

Office of Community Development  
1340 Poydras Street, 10<sup>th</sup> Floor  
New Orleans, LA 70112

Madelyn Cosey Sanchez  
Deputy Director  
504.658.4200



The application form is online both in MS Word and PDF at the City of New Orleans - Office of Community Development Web site. To access the Web site go to:

<https://www.nola.gov/community-development/>

This package provides information about program requirements, policies, and the application process for funds provided to the City of New Orleans - Office of Community Development under the U.S. Department of Housing and Urban Development (HUD) Consolidated Plan programs.

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## Instruction Package Contents

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**I. Mandatory Pre-Qualification Criteria for Applicants**

The HOPWA program is one of four programs funded by the federal Department of Housing and Urban Development (HUD) as part of the City of New Orleans’ Consolidated Plan. The HOPWA program is intended to provide resources to meet the housing and housing related support needs of low-income persons living with HIV/AIDS and their families in the City of New Orleans.

The City of New Orleans Office of Community Development (OCD) is responsible for the development of the HOPWA program planning strategies, funding policies and allocations. Although the HOPWA funds are intended for use throughout seven (7) parishes, the City of New Orleans is the designated grantee and is responsible for final decisions regarding the HOPWA Program.

REQUIREMENT	DOCUMENTATION
1. The following criteria for funding reflect policies, guidelines, and requirements of 24 CFR, 574 Housing Opportunities for Persons with AIDS, as well as OMB requirements under 2 CFR Part 200. Applicant must be registered and licensed to do business in the State of Louisiana at the time of application.	Current Certification from Secretary of State
2. Applicant must have at least 24 continuous months of experience in an area <i>directly related</i> to the proposed activity, or be partnered with a non-profit that has such experience.	May include letters of support, funding commitments, resumes of principal staff, descriptions of past activities, and/or agreements with partnered agency, if applicable.
3. Applicant (or sponsoring agency, if applicable) must have an audit/audited financial statement which covers at least 2 years of operation, prepared by a qualified accountant or service. If agency has annual income that exceeds \$100,000, applicant must have conducted an annual independent audit, which must be submitted with application. Audit must be no older than 12 months prior to application. <i>Audit/financial statement must include Management Notes provided by independent auditor.</i>	Audit reports or audited financial statements for 2 years that meet described criteria.
4. Applicant must have written financial management procedures that include policies/procedures for (a) managing and tracking cash receipts/disbursements, (b) budgeting, (c) purchasing or procurement, and (d) program income.	Copy of written financial management procedures covering <i>all</i> required areas.

**DO NOT SUBMIT AN APPLICATION IF YOU CANNOT MEET ALL OF THE ABOVE CRITERIA.**

**II. Pre-Qualification Criteria for Applicants Currently Receiving Funding**

Applicants whose project(s) were approved for funding under the HOPWA program in the 2023 contract year must meet the following additional pre-qualification criteria at the time of application in order to qualify for funding consideration of a proposed new project and/or continuation project:

1. Agency must be in compliance with all terms of its previous year’s contract agreement.
2. If the agency has any outstanding unresolved HUD or City monitoring findings, indicate the plan for resolution, timeline, and any matters currently under review.

### III. Population Eligibility Criteria

Organizations must serve low-income HIV+ residents in one or more of the seven (7) parishes - Eligible Metropolitan Statistical Area (EMSA) listed below:

Orleans	Jefferson	Plaquemines	St. Bernard
St. Charles	St. John the Baptist	St. Tammany	

2022 HUD Sec. 8 Annual Income By Family Size for the New Orleans MSA*	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 or more
<b>Low:</b> Up to 80% of Median	43,900	50,200	56,450	62,700	67,750	72,750	77,750	82,800
<b>Very Low:</b> Up to 50% of median	27,450	31,400	35,300	39,200	42,350	45,500	48,650	51,750
<b>Extremely Low:</b> To 30% of median	16,450	18,800	23,030	27,750	32,470	37,190	41,910	46,630

\*As published April 18, 2022. \*Expires when superseded.

### IV. Funding Activities

HOPWA - Eligible activities include, but are not limited to, Supportive Services (including Housing Case Management), Tenant-based Rental Assistance, Facility-based Housing, Housing Information, Permanent Housing Placement, Short-term Rent, Mortgage & Utility Assistance, Project Sponsor Administration (limited to 7%), and Resource Identification. **Agencies can apply to provide Supportive Services only**

Descriptions and budgets for proposed projects should be organized by activity categories. It is important that applicants take the time to visualize what will be required to track and report project expenditures by these categories. It is recommended that projected project costs be simplified as much as possible for HOPWA funding.

- a. **Facility Based Housing - Operating Cost:** includes costs for maintaining or operating the housing facility, such as a community residence, transitional housing, short-term emergency housing, and leasing costs should be counted in this category as well as costs for minor repairs or other maintenance costs, costs for security, operations, insurance, utilities, furnishings, equipment, supplies, other incidental costs in providing housing for clients in HOPWA supported units. *Supportive services costs associated with counseling programs, skills development, etc. should not be counted as housing costs. These costs are captured under supportive service costs.*
- b. **Tenant Based Rental Assistance (TBRA):** a rental subsidy program similar to the Housing Choice Voucher program that grantees can provide to help low-income households access affordable housing. The TBRA voucher is not tied to a specific unit, so tenants may move to a different unit without losing their assistance, subject to individual program rules. The subsidy amount is determined in part based on household income and rental costs associated with the tenant's lease.
- c. **Short Term Rent, Mortgage and Utility Assistance (STRMU):** a subsidy or payments subject to the limited time period to prevent the homelessness of a household and increase housing stability (e.g. HOPWA short-term rent, mortgage and utility payments are limited to a maximum of 21 weeks in any 52-week.)

- d. **Permanent Housing Placement:** a supportive housing service that helps establish the household in the housing unit, including reasonable costs for security deposits not to exceed the costs of two months of rent costs.
- e. **Supportive Services:** Supportive services include but are not limited to personal assistance, drug and alcohol abuse services, case management, education, employment assistance and training, nutritional services (educational), transportation expenses and assistance in gaining access to local, state and federal government benefits and services.
- f. **Administration:** Show administrative costs to be charged to the project. Administrative costs include administration of the agency, financial reporting, bookkeeping, payroll services, and the annual audit. Amount is limited to no more than 7% of the grant total.
- g. **Housing Information:** The provision of housing information is an eligible activity that is not limited to counseling, information, and referral services to assist an eligible person to locate, acquire, finance, and maintain housing.
- h. **Resource Identification:** To establish, coordinate and develop housing assistance resources for eligible persons (including conducting preliminary research and making expenditures necessary to determine the feasibility of specific housing-related initiatives).

**For further description of each of these eligible activities go to the HOPWA regulations website: <https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:3.1.1.3.7#se24.3.574> 1300**

## **V. Limitations on the Use of HOPWA Funds**

1. Projects funded must be able to document HIV status and income eligibility of beneficiaries of the HOPWA Program.
2. Projects funded must demonstrate a direct relationship to housing as follows:
  - Activities actually provide housing for low-income clients with a diagnosis of HIV/AIDS, or
  - Activities result in low-income HIV+ clients becoming housed (i.e. project should be able to demonstrate that clients are housed as a direct result of their activities), or
  - Activities enable low-income HIV+ clients to remain housed and prevent homelessness (i.e. project should be able to demonstrate that clients would have become homeless without these intervening activities).
3. No more than 7% of any HOPWA grant can be spent on program administration costs (e.g., administrative salaries/benefits and administrative office supplies, contracted audits, bookkeeping and payroll services, etc.).
4. Federal regulations require that all facilities and/or services assisted with HOPWA funds be accessible to people with physical disabilities whenever feasible and all housing facilities must be in compliance with HUD's Housing Habitability Standards.
5. ALSO, please be advised that applicants who receive HOPWA funding are required to collect and report extensive information. Required data on each client includes, but is not limited to: Prior living situation (shelter, hospital, jail, psychiatric hospital, etc.) Veteran status, chronically homeless status (as defined by U.S. Department of Housing and Urban Development), age, gender, race, ethnicity and household income. Housing stability is also evaluated once each client exits the

program (to private housing, jail, death, etc.) In addition, access to care and support is measured by collecting information on each client in the following 5 categories:

- Has a housing plan for maintaining or establishing stable housing been developed?
- Has contact with the case manager been consistent with the schedule specified in the client's individual service plan?
- Has contact with the primary health care provider been consistent with the individual service plan?
- Has the client been accessed and been able to maintain medical insurance/assistance?
- Has the client been accessed and adequate documentation maintained for sources of income?

## **VI. HOPWA Program Policies and Priorities**

The current priorities and strategies are outlined in the City of New Orleans' Consolidated Plan for the HOPWA program. These priorities are to:

- Promote affordable, accessible, available, and adequate housing.
- Increase housing options throughout the New Orleans EMSA by targeting HOPWA resources and connection to non-HOPWA housing resources.
- Promote increased housing stability and maximum independence.
- Ensure adequate supportive services that promote housing stability and ongoing access to care and support.
- Leverage HOPWA resources to connect to existing systems of healthcare, supportive services, and affordable housing.

## **VII. 2019 Proposal Review Schedule and Process**

August 31, 2022: The NOFA submission deadline is at 3:00 p.m. CST. Responses are to be delivered, tracked courier or mailed to City of New Orleans - Office of Community Development, 1340 Poydras, 10<sup>th</sup> Floor, New Orleans, LA 70112. For more information, contact the Office of Community Development at 504.658.4214.

September 2022: Applications are reviewed and evaluated. All applications are evaluated on a number of factors including national objective, eligibility of activity, feasibility, impact to the community, implementation timing, capacity of organization, and Consolidated Plan priorities.

During the review period, applicants may be asked to provide additional information or clarification on their proposals, as needed. All organizations, whether or not they have previously received funding under this program, will be subject to on-site reviews of agency records during the proposal process.

Funding for selected projects are included in the 2022 Annual Action Plan, which is made available for public review no less than 30 days prior to final public hearing and City Council vote.

**This NOFA is for funding during the period of January 1, 2023 through December 31, 2023.**

## VIII. Application Submission Instructions

An original completed 2019 HOPWA application plus three (3) copies must be submitted not later than 3:00 PM central standard time (CST) on Wednesday, August 31, 2022, to: City of New Orleans - Office of Community Development, 1340 Poydras Street, 10<sup>th</sup> Floor, New Orleans, Louisiana 70112. **AND** an electronic copy in *PDF format of the 2022 HOPWA NOFA Application* is required to be emailed to: [mcsanchez@nola.gov](mailto:mcsanchez@nola.gov). Please use “**2022 HOPWA NOFA APPLICATION - Your Agency’s Name**” as the subject line in the email submission. Applications will not be accepted in any other format. Applications submitted after this date and time will not be considered. **Proposals must be complete at the time of submission.** No addendum will be accepted after the deadline date for submission of proposals. Applicants who physically deliver the proposal must have their proposal and copies logged in and complete a sign-in sheet. Under no circumstance should an applicant leave a proposal at the Office of Community Development without completing the required log-in procedure. Applicants who mail proposals should do so by certified mail, return receipt requested, or through overnight mail services allowing enough time for the proposal to be *received* by the deadline date and time.

## IX. Project Application

### PART I: AGENCY INFORMATION

- A. *Organization Information:* Please list the agency’s incorporated name, address, EIN, DUNS#, contact person who will be able to respond to specific questions about the application.
- B. *Project Service Area (s):* Check as many as apply where services will be provided.
- C. *Project Sites:* Facility-based housing projects indicate the location of the facility. Organizations providing scattered site units and services, please indicate the main project office location.
- D. *Application Verification of Accuracy & Authorization by Board Officer or CEO:* Chief Executive Officer of the organization or Board Officer attests that the application is submitted with the knowledge and approval of the organization’s governing board.
- E. *Funding Request Summary:* indicate the dollar amount by category of HOPWA funding requested
- F. *Leveraging Summary:* List all anticipated sources of funding that includes but is not limited to in-kind, federal, state, local and private.
- G. *Brief Project Description:* Please provide a succinct description of the project and the services that will be provided.
- H. *Proposed HOPWA Project Program Categories and Beneficiaries:*

## 1. Housing Projects:

a. **Facility-based/Transitional Housing Operations:** Facility-based Housing operations indicate the projected number of households (families and individuals) projected to be housed by facility type, projected length of stay and average annual facility operating cost per household. This number can be calculated by dividing the total budget of this activity by the projected number of households to be served. Under this activity the residents must be able to:

- Safely and adequately self-administer medications with moderate supervision
- Have a medical co-occurring condition requiring support (e.g. diabetes, cancer, TB, etc.)
- Have a co-occurring condition such as lower cognitive functioning and cognitive decline that necessitates consistent support
- Require support with assisted daily living (ADL)
- Require a setting that monitors for elopement and wandering behaviors
- Require support with making and keeping supportive and medical services appointments

For **Medically Supported Housing**, the residents must:

- Have a medical condition requiring daily medical assistance in the form of specialized care and/or treatment (e.g., nursing, health technicians, durable medical equipment, etc.)
- Require assistance with medication administration
- Require assistance with ADLs
- Their cognitive function necessitates daily assistance
- Require a secure setting due to elopement and wandering behaviors

*Under the medically supported housing activity only one non-profit will be funded. The service will be intended for transitional care not permanent care. Clients should be working toward a permanent housing situation.*

## b. Rental Assistance

1. **Short-term Rent, Mortgage and Utilities (STRMU) payments to prevent homelessness: Indicate the estimated number of households (families and individuals) to receive short-term payments (maximum of 21 weeks within any 12-month period) and the estimated average cost per household.** This number can be calculated by dividing the total budget of this activity by the projected number of households to be served.
2. **Tenant Based Rental Assistance (TBRA): Indicate the estimated number of households (families and individuals) to receive tenant-based rent assistance during a 12-month period and estimated average cost per household.** This number can be calculated by dividing the total budget of this activity by the projected number of households to be served.

c. **Permanent Housing Placement:** Indicate the estimated number of households to receive assistance and the estimated average cost per household (not to exceed the cost of two months' rent per household).

Under Tenant Based Rental Assistance TBRA and Permanent Housing the resident must:

- Be able to self-administer medications with minimal supervision
- Can perform ADLs independently
- Have the ability to maintain a household with minimal supervision
- Have the ability to maneuver in the community with minimal supervision
- Can make and keep supportive and medical services appointment with minimal supervision

d. **Housing Supportive Services:** Indicate projected supportive services that will be provided to projected households receiving housing assistance from your project. Also indicate how the services will be provided, e.g. "applicant" or name agency such as Nutritional services: Food Bank of New Orleans. For services to be provided through established links to other providers, please attach the most recent copy of Contract with service provider(s) as Exhibit 1 or briefly describe in the space below the table how the services will be obtained.

e. **Resource Identification:** Indicate the type of services provided and who will provide the service. "Applicant" or Name of agency.

2. **Proposed Supportive Services Only Providers:** Indicate the projected number of households to receive housing case management and other supportive services.

3. **Needs Assessment:** Describe how the need for the projected housing and services was determined.

**The following are self-explanatory on the form. Please request assistance if further information is needed:**

- I. *Organizational Experience and Capacity*
- J. *Non-Discrimination*
- K. *Project Description*
- L. *Anticipated Project Outcomes*
- M. *Agency Partnership*
- N. *Agency Successes/Challenges*

## **PART 2. PROPOSED HOUSING OPERATION AND SUPPORT SERVICES BUDGET**

On the budget worksheet, show amount requested for January 1 – December 31, 2023 by applicable Budget Expense Line Items and detail within the category. Applicants may be asked to provide additional information about proposed project budget. **(Agency must have 60 – 90 days of funding capacity)**

### **Instructions for completing the Activity Budget Workbook:**

Applicants must complete an Activity Budget Worksheet for each activity which they are applying.

#### **1 -HOPWA Activity Budget Workbook**

##### **List of HOPWA activities to which this workbook applies**

- Tenant-Based Rental Assistance (TBRA) – Worksheet 1
- Short-term Rental, Mortgage & Utility (STRMU) Assistance – Worksheet 2
- Facility-Based Housing Subsidy Assistance (FBHSA) – Worksheet 3
- Supportive Services – Direct Program Staff – Worksheet 4
- Supportive Services – Other Cost – Worksheet 4
- Permanent Housing Placement (PHP) Services – Worksheet 5
- Resource Identification (Res ID) Service – Worksheet 6
- Housing Information Services (HIS) – Worksheet 6
- Administration – Worksheet 7
- Program Income – Worksheet 8
- Budget Summary – Worksheet 9

Note: Budget Summary Worksheet 9 is not fillable. Data entered onto worksheets 1 through 8 will automatically default to worksheet 9.

#### **2 - General Comments**

General Comments: Should include information not discussed in the budget narrative such as cost allocation plan. Example - your agency sharing the same office space with another program. Therefore, rent, utilities, etc. are shared.

#### **3 – Budget Justification**

Budget narratives are required for all costs that will be incurred for the direct support for the grant-sponsored project. The following are key elements that are to be included in the budget narratives:

- A description of the expense or service
- How it relates to and benefits the project

- The anticipated cost
- The budget justification should provide a basis for the level of service proposed and the number of clients you intend to serve
- For each staff position for which partial funding is requested, provide the other sources of support

## **X. City Requirements**

When funding is awarded to non-profit organizations, the City must enter into a written, contractual agreement before receipt of funding and before activities can begin. The agreement spells out the purpose, scope of work to be undertaken, the budget, timetable, outcomes to be accomplished, and reporting requirements. Other standard City/federal requirements in the agreement include:

- Applicable rules, regulations, and laws must be followed
- Maintenance of records/audit requirements
- Procurement standards (competitive) for subcontracted work to third parties
- Property management and inventory controls
- Conflict of interest (prohibiting members, officers, employees from personal gains)
- Publicity requirements to credit the City and HUD for funding
- Written procedure requirements for finances, personnel policies, service policies, etc.
- Equal employment opportunity policies
- Minority and female business enterprise participation goals for subcontracted work
- Nondiscrimination under Title VI of the Civil Rights Act of 1964

All sub-recipients must have adequate insurance:

### **A. Coverage shall be at least as broad as the following:**

- a. Commercial General Liability (CGL): Insurance Services Office Form, covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: ISO Form Number CA 00 01 or similar acceptable to the City covering any auto (Symbol 21, or Symbols 27, 28, 29), or if Contractor has no owned autos, hired, (Code 28) and non-owned autos (Code 29), with limit no less than \$1,000,000 Combined Single Limit per accident for bodily injury and property damage.
- c. Cyber Liability: Minimum limits of \$1,000,000 for third party losses including, but not limited to: Data Privacy and Network Security Liability, Internet and Communications Liability, Professional Services Liability, Programming Errors & Omissions Liability, Replacement or Restoration of Electronic Data, Crisis Management Expense, Notification Expense, Data Privacy Regulatory Expense, Credit Monitoring Expense, Cyber Investigation Expense, and Security Breach Expense.
- d. Workers’ Compensation: as required by the State of Louisiana, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

### **B. Other Insurance Provisions**

- a. Additional Insured Status

- i. Contractor will provide, and maintain current, a Certificate of Insurance naming The City of New Orleans, its departments, political subdivisions, officers, officials, employees, and volunteers are to be covered as “Additional Insureds” on the CGL policy with respect to liability arising out of the performance of this agreement. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used). The Certificate of Insurance, as evidence of all required coverage, should name the City of New Orleans Risk Manager as Certificate holder and be delivered via U.S. Mail to 1300 Perdido Street, 9E06—City Hall, New Orleans, LA 70112.
- b. Primary Coverage
  - i. For any claims related to this contract, Contractor’s insurance coverage shall be primary insurance as respects the City, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non- contributing to Contractor’s coverage.
- c. Claims Made Policies
  - i. The retroactive date must be shown and must be before the date of the contract or the beginning of work.
  - ii. If the coverage is canceled or non-renewed, and not replaced with another claims-made policy, Contractor must purchase “extended reporting” coverage for minimum of five (5) years after the termination of this agreement.

**C. Waiver of Subrogation**

Contractor and its insurers agree to waive any right of subrogation which any insurer may acquire against the City by virtue of the payment of any loss under insurance required by this contract.

**D. Notice of Cancellation**

- a. Each insurance policy required above shall provide that coverage shall not be canceled, except with prior notice to the City of no less than 30 days.
- b. Acceptability of Insurers Insurance is to be placed with insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to the City.

**DISADVANTAGED BUSINESS ENTERPRISE: MINORITY AND/OR WOMEN OWNED BUSINESS ENTERPRISE**

The City is committed to working with firm(s) that will provide high quality services and that is dedicated to diversity and to containing costs. The City strongly encourages respondents that are certified by the State of Louisiana, or any other city or state, or the federal government, or minority and/or women owned business enterprise, as well as respondents that are not yet certified, but have applied for certification, to submit documentation supporting application or certification.

Is the entity applying as a Disadvantage business Enterprise and/or Minority and/or Women Owned business Enterprise?

\_\_\_\_\_ YES                      \_\_\_NO

Complete DBE Compliance Form 1 or Form 2.



**XI. Checklist**

**▶ CHECKLIST  
ALL Applicants Complete ◀**

<b>Document or Attachment</b>	<b>#Copies</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>1. Project Application</b>				
<b>2. MEMORANDUM(S) OF AGREEMENTS or Contracts , if applicable for service providers for housing supportive services</b>				
<b>3. MEMORANDUM(S) OF AGREEMENTS or Contracts , if applicable for service providers for resource identification</b>				
<b>4. COLLABORATION AND COORDINATION AGREEMENTS, if applicable</b>				
<b>5. MONITORING AND EVALUTION TOOL, if applicable</b>				
<b>6. AGENCY PARTNERSHIP AGREEMENTS/CONTRACTS, if applicable</b>				
<b>7. ACTIVITY (S) BUDGET</b>				
<b>8. OTHER FUNDING BUDGET, if applicable</b>				
<b>9. TOTAL PROJECT COST BUDGET</b>				
<b>10. DETAILED BUDGET NARRATIVE</b>				

## XII. Addendum

Below are the goals, requirements and qualifications for housing case management:

### HOUSING CASE MANAGER – GOALS, REQUIREMENTS AND QUALIFICATIONS

All programs will use available standards of care to inform clients of their services and provide services in accordance with legal and ethical standards. The importance of maintaining confidentiality is of critical importance and cannot be overstated. All programs must comply with the Health Insurance Portability and Accountability Act (HIPAA) standards for information disclosure.

The goals of housing case management services for people living with HIV include:

- Assisting client access to, or maintenance of, stable ongoing residency
- Identifying realistic housing choices and contingencies
- Increasing client access to support services that enable them to live independently

The provision of case management services must be based on the following guiding principles:

- **Housing First:** an approach and a framework centered on the belief that everyone can achieve stability in permanent housing directly from homelessness and that stable housing is the foundation for pursuing other health and social services goals. Households at risk of or experiencing homelessness are housed quickly without preconditions or service participation requirements.
- **Harm Reduction:** a set of practical clinical strategies that reduce negative consequences of drug use or other activities, incorporating a spectrum of strategies from safer use, to managed use, to abstinence

Housing case management staff will complete an agency-based orientation before providing services. Staff will also be trained and oriented regarding client confidentiality and HIPAA regulations.

Housing case managers will hold a Bachelor's degree in an area of human services; or at least three years' experience working in case management.

Further, housing case management staff will have:

- Knowledge of HIV/AIDS and related issues
- Knowledge of the New Orleans HIV continuum of care and the role of housing case management in the HIV continuum of care
- Effective interviewing and assessment skills
- Ability to appropriately interact and collaborate with others
- Effective written/verbal communication skills
- Ability to work independently
- Effective problem-solving skills
- Ability to respond appropriately in crisis situations
- Effective organizational skills

**The Housing Case Manager** will provide comprehensive housing case management services to clients who receive housing assistance via the agency's HOPWA and TBRA programs. The Housing Case Management includes: developing a housing plan to address barriers to stable housing; and coordinating supportive services that help the client reach identified goals.

- Provide housing case management services to TBRA and self-managed clients seeking housing assistance.
- Assist HOPWA clients in developing stable housing plans and assist with goal achievement.
- Participate in face-to-face meetings with assigned TBRA clients at least quarterly.
- Connect HOPWA clients with necessary resources including, but not limited to; housing resources, mental health services, medical care, food stamps, educational programs, employment resources and substance abuse treatment.
- Represent the agency at HOPWA and housing-related activities; communicate activities as needed.
- Assist clients with applications as needed.
- Document HOPWA clients' housing goals on a regular basis
- Document all client encounters appropriately and in a timely manner.