



Application Submission

Submit the following on Friday,
November 22 from 9 a.m. – 5 p.m.

- A Flash dive with one (1) **scanned** copy of the all the application components

Submit in person to:

City Hall
City Clerk’s Office
175 East 2nd Street
(Use the Public Entrance)

Optional Early Submission

Call (918) 596-9084 to schedule drop-off.

ANY ARRANGEMENTS MUST BE
MADE **PRIOR TO NOON ON**
THURSDAY, NOVEMBER 21, 2019

**PY20 Request for Proposals
Housing Opportunities for Persons
with AIDS
(HOPWA) Grant Program**

The City of Tulsa Grants Administration (GA) is accepting applications from eligible entities. Application submittal deadline is **5:00 p.m., November 22, 2019.**

This packet includes an overview of the grant program, City of Tulsa’s Five-Year Community Goals and **2020-2024** Priority Needs, application instructions, review criteria, and required forms.

All applicants are required to submit a complete application.

For questions or more information:

Refer to the **City of Tulsa website, Grants webpage** for **Frequently Asked Questions** at:

www.cityoftulsa.org/grantsrfp

OR

Email to: grantsadmin@cityoftulsa.org

APPLICATION DEADLINE
NOVEMBER 22, 2019

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HOPWA Program Overview

Related References:	<p>The City of Tulsa expects Applicants to READ AND UNDERSTAND HOPWA Regulations BEFORE submitting a proposal.</p> <p>24 C.F.R. 574 HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS and Consolidated Submissions for Community Planning and Development Programs, Final Rule, 24 CFR Part 91 For more information, visit www.hud.gov</p> <p>*Applicants must also observe all laws and regulations regarding operations of residential care facilities using HOPWA funds.</p>
Purpose:	<p>Each activity must meet one of the HOPWA's program objectives by benefiting low -income (total household income less than 80% Area Median Income) persons diagnosed with HIV or AIDS and their families to:</p> <ul style="list-style-type: none"> Establish or better maintain a stable living environment Improve access to care and/or support Reduce the risk of homelessness
Contract Period	July 1, 2020 through June 30, 2021 with (2) two options to renew.
Eligible Applicants:	<ol style="list-style-type: none"> 1. Private non-profit organizations providing assistance to homeless individuals or to prevent homelessness. 2. Applicants must be located in the HOPWA Eligible Metropolitan Service Area (EMSA) of Tulsa (see below) 3. Organizations with previous experience with and focus on serving people with HIV/AIDS
Eligible Activities:	<ol style="list-style-type: none"> 1. Housing Information Services (counseling, information and referral services to assist an eligible person to locate, acquire, finance and maintain housing) 2. Resource Identification (establish, coordinate, and develop housing assistance resources) 3. Acquisition, rehabilitation, conversion, or lease of facilities to provide housing and supportive services 4. New Construction (single room occupancy dwellings and community residences only) 5. Tenant-Based Rental Assistance (TBRA) (long-term housing support) 6. Short-Term Rent, Mortgage, and Utility Assistance (STRMU) 7. Supportive Services (wide range of supportive services including health, mental health, assessment, permanent housing placement, drug and alcohol use treatment and counseling, housing case management and other service necessary to ensure the housing stability of participant) 8. Operating Costs for Housing (operating costs such as maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies and other incidental costs) 9. Technical Assistance in Establishing and Operating a Community Residence (planning and other pre-development or pre-construction, including but not limited to costs related to community outreach and educational activities regarding AIDS or related diseases for persons residing in proximity of a community residence) 10. Project Sponsors Administration (cap of 7% of total grant funds) (general management, oversight, coordination, evaluation, and reporting on eligible activities, <u>excluding</u> costs directly related to carrying out eligible activities) <p style="text-align: right;">*For More Information Refer to Appendix Materials: Funding Opportunities – Project Descriptions.</p>
Service Area:	HOPWA assistance must be available to clients in the entire Tulsa Eligible Metropolitan Statistical Area (EMSA) including: Creek, Okmulgee, Osage, Pawnee, Rogers, Tulsa, and Wagoner counties.

For More Information
Refer to Appendix Materials:
Funding Opportunities - Project Descriptions

IMPORTANT REMINDERS:

1. Agencies with unresolved monitoring findings may not be eligible to receive funding.
2. For **AQUISITION, REHABILITATION, OR CONSTRUCTION PROJECTS**: Completion of the HUD environmental review process is mandatory before taking a physical action on a site, or making a commitment or expenditure of HUD OR non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair or construction activities. Subrecipients, contractors, owners and developers may not commit or expend funds on projects until the City of Tulsa has completed the environmental review process. **ANY OPTIONS TO PURCHASE PROPERTY SHOULD BE CONTINGENT UPON A COMPLETED HUD ENVIRONMENTAL REVIEW COMPLETED BY THE CITY OF TULSA**

2020-2024 Priority Needs and PY20 Community Goals

2020-2024 Priority Needs	
1	Housing Acquisition, Construction & Rehabilitation
2	Essential Services
3	Homeless/Special Populations
4	Economic Development
5	Public Facilities and Infrastructure Improvements
6	Housing Subsidies/Assistance
7	Demolition of Substandard Buildings

1	Goal Name	Acquisition and New Construction of Housing
	Goal Description	Acquisition or new construction of affordable single-family and multi-family rental units with special consideration given to housing for seniors and those with physical disabilities. Down payment and closing cost assistance for first-time homebuyers.
2	Goal Name	Housing Rehabilitation
	Goal Description	Rehabilitation of owner-occupied housing. Rehabilitation of multi-family rental housing, with special consideration given to housing with units for seniors and those with physical disabilities.
3	Goal Name	Essential Services
	Goal Description	Crisis services for children, adults, and special populations, educational programs for children and youth, employment training and placement services, food security, services for seniors and the homeless, shelter operations and services, housing counseling, and transportation services.
4	Goal Name	Emergency Shelter
	Goal Description	Shelter operations and services for the homeless and special populations.
5	Goal Name	Economic Development
	Goal Description	Assistance in the form of loans, grants or technical assistance to private for-profit entities for creation or retention of jobs or for provision of goods and services. Technical assistance and training for microenterprise activities.
6	Goal Name	Public Facilities and Infrastructure Improvements
	Goal Description	Acquisition, construction or rehabilitation to public facilities that is not for general government use, including, but may not be limited to, senior centers and transportation infrastructure.
7	Goal Name	Rental Housing Subsidies
	Goal Description	Rental housing subsidies which will assist households to become or remain housed, including households with disabilities and special needs.
8	Goal Name	Clearance and Demolition
	Goal Description	Clearance or demolition of substandard structures and hazardous contaminants.

Application Review Criteria

1. Section I: Organization Information – Grants Administration staff will evaluate the proposed program/project and organization's capacity to administer a HUD grant using guidelines specified in OMB Circulars, grant regulations, and Uniform Administrative Requirements. Although no points will be assigned for this part of the review, grant applications may not be recommended for funding if an organization cannot meet the requirements under this section to demonstrate organizational capacity.

- Proposed Program/Project meets a CDBG National Objective or grant-specific objective (ESG/HOME/HOPWA).
- Applicant is an eligible organization
- Organization attachments were included and met application criteria
- Financial demonstrate organization has stable operating funds and adequate cash flow to operate the program until reimbursement of grant funds occurs
- Required financial statements were submitted and audit findings have been cleared
- Organization submitted policies and procedures that meet the grant criteria.
- Organization has experienced staff to operate the propose program or complete the proposed project
 - Previous HUD grant experience
 - Adequate Program/Project Staff
 - Adequate Financial/Fiscal Staff
- Project-specific Attachments were included and met application criteria

2. Section II: Program/Project Information (13 pts.)

- 3 pts Clearly defined and supported the need for the program/project and included verifiable, published data sources.
- 3 pts Thoroughly described program activities, project scope, and outcomes for the target population.
- 1 pt. Organization has previous experience in operating the program or delivering similar services.
- 3 pts Clearly defined how the program/project success will be measured in qualitative and quantitative measurements (i.e. defined short-term goals that are specific, measurable, attainable, relevant, and time-bound).
- 3 pts Presented realistic long-term expectations and outcomes.

3. Section III: Program/Project Financial Information (11 pts.)

- 3 pts Provided justification for the program/project funding request. A financial rationale was provided and included credible and realistic costs.
- 1 pt. Provided a realistic timeframe on how funds will be spent.
- 3 pts Described how the program/project will be sustained past the grant cycle.
- 1 pt. Budget included accurate calculations
- 3 pts Provided documentation to verify leveraged funds that are specific to support the program/project.

POINTS for a Complete Application: All applications that are not missing any required documentation and that are submitted in the format requested by the submission deadline will be awarded **1 extra point**.

APPLICATION INSTRUCTIONS

1. Applications may be downloaded from <http://www.cityoftulsa.org/government/departments/finance/grants/request-for-proposals/>.
2. Applications must be submitted to Grants Administration (GA) on a flash drive. Please scan and save each section of the application separately as a PDF, using the following naming format: Organization Name (Abbreviated) & Program Name – Section. For example:

ABC Inc Afterschool Reading Executive Summary,
ABC Inc Afterschool Reading Section I,
ABC Inc Afterschool Reading Section II, etc.

3. Applications must be concise and complete.
4. Place **Application Checklist** on top of your application (See Appendix 1).
5. A **complete application** consists of the following parts. **SUBMIT IN THIS ORDER:**
 - ▶ **Executive Summary:** Provides overview of program/project requesting funds. Responses may be duplicative of other information in application.
 - ▶ **SECTION I: Organization Information**
 - ▶ **SECTION II: Program/Project Information** - Type and single-space responses. Narrative responses should be concise and complete.
 - ▶ **SECTION III: Financial Information, Budgets and Pro Forma** – Type and single-space responses for the narrative section. Line item budgets and Operating Pro Forma must be prepared on the pages provided and **signed and dated** by the appropriate persons.
 - ▶ **SECTION IV: Certifications** - Ensure the forms are **signed and dated** by the appropriate persons.
 - ▶ **SECTION V: Attachments** – Clearly identify each attachment with a cover page (**do not save cover sheet as a separate file**). If the item is optional or not applicable for the project add “N/A” to the cover page. The SCANNED copy should be saved on the flash drive in **SEPARATE FILES and NAMED APPROPRIATELY**, i.e. “1. SAM, 2. INCORPORATION, 3. IRS STATUS, 4. ORG CHART, etc.

Application Deadline is Friday, November 22, 2019 at 5:00 p.m.

Deliver to: City Hall, Public Entrance, 175 East 2nd Street

IMPORTANT: Unless otherwise noted, all components of the application must be provided, and in the proper order and format. Applicants will be asked to resubmit applications not saved in the format listed above and will be noted as having missing documentation. If a question or an exhibit is not applicable, note that in the application by designating “N/A” in order for the application to be considered “complete.” Incomplete applications may not be considered for HUD grants.

Important Information/Items to Consider

General

- This Request for Proposal (RFP) briefly summarizes some of main requirements for this grant. These requirements are not all inclusive. Potential applicants should consider their **capacity*** and program/project concept in relation to all requirements. It is an applicant's responsibility to thoroughly review all grant regulations and guidance before preparing an application for funding to ensure they have the ability to comply with all Federal requirements and grant regulations.

Note: Resources for grant information is included online at www.hudexchange.info/programs/hopwa/.

***CAPACITY:** Demonstrates the ability to carry out the proposed program activities, including 1) meeting stated goals and objectives, 2) maintaining all required documentation, 3) submitting all required reports, 4) adhering to acceptable financial management and recordkeeping, 5) sufficient staff to administer the grant, and 6) staff trained in federal grants.

- The City may request supplemental written information from an applicant concerning the applicant's ability to perform the services, or if the amount awarded is different from the amount requested. If an applicant fails to provide supplemental information within the time stated in the request, the City may refuse to consider the application.
- The City may request an interview with any applicant. If an application is unclear the applicant may be given an opportunity to explain how the application complies with this RFP.
- If an applicant provides false or misleading information, it will be grounds to dismiss their application.
- In cases of doubt or differences of opinion concerning the interpretation of this RFP, the City reserves the exclusive right to determine the intent, purpose, and meaning of any provision in this RFP.
- Successful applicants must certify that they will comply with all applicable Federal regulations, State and City statutes, rules, regulations and record keeping requirements governing the use of grant funds. The applicant selected by the City will be required to enter into a written agreement requiring compliance with the application and any modifications and conditions imposed by the City including grant terms applicable to the program/project. If awarded a grant, it is the responsibility of the applicant to understand and comply with a written agreement and federal regulations. (See Section IV - Certification Forms)
- Funds will be available upon completion of all regulatory requirements for use of federal funds including, but not limited to, completion of a HUD Environmental Review. If awarded, grant funds may be reimbursed from the effective date of a contract, but will not be disbursed to the awardee until the grant written agreement is executed by both parties.
- If an acquisition and/or rehabilitation project is proposed, the applicant can have no financial or legal commitment to purchase or begin rehabilitation.
- **ACQUISITION, REHABILITATION, OR CONSTRUCTION PROJECTS CANNOT START UNTIL THE CITY HAS CONDUCTED A HUD ENVIRONMENTAL REVIEW. AGENCIES FAILING TO WAIT UNTIL THE HUD ENVIRONMENTAL REVIEW IS COMPLETE WILL FORFEIT THE ALLOCATED FUNDS.**
- If the current application requires any future grant funds for completion, applicant must clearly identify what costs are anticipated.

DUNS Number

This is a nine-digit number in a data universal numbering system that identifies business entities on a location-specific basis. A DUNS number is mandatory to receive a federal grant. If you do not have a DUNS number you can register with Dun and Bradstreet at <http://fedgov.dnb.com/webform> (can take up to 30 days to complete) or by calling **866-705-5711** (takes 10-15 minutes to complete).

Important Information/Items to Consider (continued)

System for Award Management (SAM)

The System for Award Management (SAM) includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. In order to be eligible to receive a grant, applicants must register on SAM. Registration must be renewed and revalidated at least every 12 months. To register go to www.sam.gov and create an account by clicking the "Create User Account" and follow the directions. You will need your DUNS number and about 30 minutes to complete the process. If you need help call 1-866-606-8220. Registration is FREE.

Relocation of Occupants and URA Requirements

An acquisition or rehabilitation project may trigger Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) requirements even when it may seem they are unrelated. It is important to have a clear understanding of these and other important terms as defined in the URA and the regulations. The phrase "program or project" is defined in 49 CFR Part 24 as, "any activity or series of activities undertaken by a federal agency or with federal financial assistance received **or anticipated** in any phase of an undertaking in accordance with the federal funding agency guidelines."

Generally, a displaced person under the URA is an individual, family, partnership, association, corporation, or organization, which moves from their home, business, or farm, or moves their personal property, as a direct result of acquisition, demolition or rehabilitation for a federally funded project. Displaced persons are eligible for relocation assistance under the URA.

The URA regulations require three notices to be issued to eligible persons. These notices provide important information about the project, the affected persons' resulting rights, their protections, and their eligibility for relocation assistance and payments under the URA. It is critical for agencies to issue appropriate notices to affected persons at the appropriate time and one of the first notices **must be issued at the time a project application** is submitted to the City of Tulsa. Refer to the *Tenant Assistance, Relocation and Real Property Acquisition Handbook* (HUD Handbook 1378.0) for more information on this topic.

(https://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780)

Any application for HUD funds must contain an accurate determination of the number of households or businesses to be potentially displaced, their incomes, and an estimate of relocation costs associated with the project. Early in the process of project planning, relocation concerns must be explored so decisions about rents, construction timing (phasing), and project feasibility can be fully explored.

Construction Projects & Federal Wage Rates

For construction projects over \$2,000, workers must be paid Federal Davis-Bacon wage rates (except housing rehab or construction, in which case eight or more units must be involved in a single undertaking). These rates are established by specific trades (examples: plumbers, electricians, carpenters, laborers, etc.) and are based on either a "residential" or "commercial" rate. Generally, these wages are higher than accepted local rates. This may increase the cost of the project since these workers must be paid Federal Davis-Bacon wages on the entire project, not just the portion funded by HUD. There is also additional record keeping requirements for the contractor and City staff must conduct site interviews with employees while the work is underway.

Lead-Based Paint

For any project involving an existing residential structure that was built before 1978, the project must meet the requirements of the HUD regulation to control lead-based paint hazards in housing receiving federal assistance, 24 CFR Part 35. This regulation, effective September 15, 2000, establishes procedures for evaluating whether a lead-based paint hazard may be present, controlling or eliminating the hazard, and notifying occupants of what was found and what work was done in such housing. City staff will provide technical assistance in determining the regulations that apply and the required lead abatement process. However, the applicant is responsible for conducting all required lead-based paint abatement procedures, and should accommodate these activities in the project.

Important Information/Items to Consider (continued)

Demographics

Reporting requirements for HUD grants will involve data collection of demographic information for each person served such as those that follow. Depending on the type of grant, some reporting requirements are more extensive.

1. **Income categories** (MFI = Median Family Income):
 - Extremely Low (0% to 30% of MFI)
 - Low (31% to 50% of MFI)
 - Moderate (51% to 80% of MFI)
 - Non Low to Moderate (greater than 80% MFI)
2. **Gender:** Male or Female
3. **Race and ethnicity:**
 - Racial Categories:
 - American Indian/Alaska Native
 - Asian
 - Black/African American
 - Native Hawaiian/Other Pacific Islander
 - White
 - American Indian/Alaska Native AND White
 - Asian AND White
 - Black/African American AND White
 - American Indian/Alaska Native AND Black/African American
 - Other Multi-Racial
 - Ethnic Designations:
 - Hispanic/Latino
 - Not Hispanic/Latino

Note: Ethnic categories such as Hispanic and Latino cut across all races. Persons reporting Hispanic or Latino must also select a race.

Low and Moderate-Income Guidelines

Activities for participants funded with HUD awards must meet low or moderate-income guidelines as determined by HUD. The current income guidelines for the City of Tulsa are as follows:

TULSA 2019 ANNUAL INCOME LIMITS

Category	Number of Persons In Household							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low Income (0-30% of MFI)	\$14,650	\$16,910	\$21,330	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
Very Low Income (31-50% of MFI)	\$24,400	\$27,900	\$31,400	\$34,850	\$37,650	\$40,450	\$43,250	\$46,050
Low Income (51-80% of MFI)	\$39,050	\$44,600	\$50,200	\$55,750	\$60,250	\$64,700	\$69,150	\$73,600
NON Low/Mod Income (>80% of MFI)	>\$39,050	>\$44,600	>\$50,200	\$55,750	>\$60,250	>\$64,700	\$69,150	\$73,600

* The FY2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health Services (HHS), provided that this amount is not greater than the Section 8 50 % very low-income limit. Consequently, the extremely low (30%) income limits may equal the very low (50%) income limits.

Important Information/Items to Consider (continued)

Reporting Requirements for HOPWA

HOPWA project sponsors have extensive reporting requirements as required by HUD to measure program goals and objectives. HUD measures HOPWA performance based on achievement of both program housing outputs and program client outcomes. Outputs are units of service provided, such as the number of households receiving rental assistance or case management. Outcomes measure the changes that might result from a person or household having received HOPWA assistance, such as an increase in housing stability.

The City requires the project sponsor to submit a monthly report and an annual report. The monthly report reflects the project outcomes for each HOPWA eligible activity with specific details according to which activity is being carried out. In addition, a more extensive year-end report must be completed by the project sponsor (HUD form 40110-D)**.

**** Applicants must review the report form in its entirety to ensure capability to track and report all of the information required. This form can be found on the HUD website at:**

<https://www.hudexchange.info/resource/1011/hopwa-caper-form-hud-40110-d/>