



## CITY OF COLUMBIA, SOUTH CAROLINA

Housing Opportunities for Persons with AIDS (HOPWA)  
Fiscal Years 2010-2011 and 2011-2012 Request for Funding  
Proposals

Application Deadline  
April 8, 2010  
12:00 p.m.

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For additional information:  
Community Development Department  
Eric Cassell, Administrator  
1136 Washington Street, 3<sup>rd</sup> Floor  
Columbia, SC 29201  
(803) 545-3369  
Fax (803) 988-8014

## **City of Columbia, Housing Opportunities for Persons with AIDS Program**

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The City of Columbia is requesting proposals for the Fiscal Years 2010-11 and 2011-12 Housing Opportunities for Persons with AIDS program for the Columbia Eligible Metropolitan Statistical Area (Calhoun, Fairfield, Kershaw, Lexington, Richland, and Saluda counties). All projects must comply with the guidelines and requirements of 24 CFR 574 Housing Opportunities for Persons with AIDS (HOPWA), as well as OMB Circulars A-110 and A-122, and all City policies and procurement standards.

For the Fiscal Years 2010-11 and 2011-12 funding process, please note the following:

- The funding period covers July 1, 2010-June 30, 2012.
- This grant is for eligible reimbursable expenses. Advance payment requests for up to \$5,000 or two month costs (which ever is less) are allowable for direct costs of short-term emergency assistance or tenant-based rental assistance.
- Maximum administrative costs are 7% of the programmatic costs of the grant.
- If your agency is applying for continued City HOPWA funding, the percentage of employee salaries for individual positions may not increase over FY 2009-10 funding level (although percentages may be less).
- If your agency is applying for continued City HOPWA funding, your agency may not propose to serve fewer clients than the previous year, unless otherwise justified.
- If your agency is applying for continued City HOPWA funding, only programs that demonstrate an expansion of services may request increased funding over FY 2009-10 levels.
- Please note that the City is expecting the total FY 2010-11 and 2011-12 HOPWA allocation to be LESS than the FY 2009-10 entitlement amount. If funded in FY 2010-11 agencies applying for continued funding should expect reduced award amounts compared to FY 2008-09 funding levels. Since this award covers two fiscal years, only an updated budget request will be required for 2011-12.
- The application process is competitive with awards made to agency's demonstrating sufficient capacity to successfully administer funding and fulfill a priority service or housing need in the community.

**Proposals must be received by April 8, 2010, by 12 p.m. The proposal may be delivered to the City of Columbia, Community Development Department, Attn.: Eric Cassell, 1136 Washington Street, 3<sup>rd</sup> Floor or mailed to the City of Columbia, Community Development Department, Attn.: Eric Cassell, P.O. Box 147, Columbia, SC 29217. Faxed proposals will not be accepted. Prior to the submission deadline, technical assistance questions should be directed to Eric Cassell at (803) 545-3369 or [evcassell@columbiasc.net](mailto:evcassell@columbiasc.net).**

Corrections and modifications to submitted applications are only permitted prior to the application deadline. City staff reserves the right to request clarification or additional information on any application, deny funding of any proposal submitted, and negotiate terms and amounts of the final budget. Carefully complete each section. The City

reserves the right to disqualify incomplete applications. Proposals will not be returned. Agencies will not be compensated for expenses related to the submission of the proposal. City staff and a community-based advisory panel will review applications, with final recommendations made to the Columbia City Council. Please note that per City Code 2-204, any person or company responding to an RFP or RFQ will not contact the Mayor, Columbia City Council members, or any City staff not authorized by the RFP to discuss in any way the RFP. Willful disregard with this provision will lead to a rejection of the person's or company's response.

Submit an unbound original (binder clip is acceptable) and **four (4)** bound copies with appropriate section tabs and the attached HOPWA cover page as page one.

**Applications will be evaluated with the following criteria:**

- ✓ Project's ability to assist clients in achieving and maintaining stable, permanent housing through clear performance measurements.
- ✓ Type of project and its ability to service client needs
- ✓ Outcomes and affordability of proposal
- ✓ Completeness of application per instructions
- ✓ Previous history of agency in administering HOPWA or other funding received through the City of Columbia or other federal funding sources
- ✓ Previous history and experience of providing housing or services to this population
- ✓ Results of previous City monitoring visits with the agency
- ✓ Quality of current services delivered

Funding awards should be announced by May 28, 2010 for the contract year beginning July 1, 2010 and are contingent on the City's award of HOPWA entitlement funding.

## **City of Columbia HOPWA Application Standards**

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**I. History of agency. (No more than 2 pages)**

- ✓ Include a brief summary of the organization.
- ✓ List current services provided by the organization.
- ✓ Describe your agency's history of managing federal funding.

**II. Description of Project (No more than 4 pages)**

- ✓ Include a detailed description of your project to include number of clients served.
- ✓ Provide a detailed budget (to include pro-rata percentage of each expense requested).
- ✓ Describe how this project will assist HOPWA clients in achieving and maintaining stable, permanent housing. If a renewal application, describe how the agency's past performance in this area merits continued funding.
- ✓ Describe why persons living with HIV/AIDS need the proposed project. Demonstrate your knowledge of HIV/AIDS prevalence in the area and issues regarding housing.

- ✓ Indicate how you will use other sources to leverage these funds – please note that projects without other funding sources will not be considered.

### **III. Supporting Documentation**

Provide copies of (if any of these do not apply to your agency, please indicate this):

- ✓ Most recent independent audit
- ✓ Listing of Board of Directors
- ✓ By-laws
- ✓ IRS designation letter (if non-profit)
- ✓ Copy of Articles of Incorporation
- ✓ Copy of the current year's operating budget for the agency
- ✓ Listing of all funding sources from the past three years and copies of approved budgets for the current operating year.
- ✓ Monitoring letters or reports from federal funding sources of \$50,000 or more annually during the period of July 1, 2005 to December 1, 2009.
- ✓ Job descriptions for each position you are requesting funding.

**HOPWA**  
**City of Columbia, South Carolina**  
**FYs 2010-2011 and 2011-2010**  
**HOPWA Funding Proposal**

<b>City of Columbia</b> <b>Community Development Department</b> <b>Attn.: Eric Cassell</b> <b>P.O. Box 147</b> <b>Columbia, SC 29217</b> <b>(803) 545-3369</b>	<b>HOUSING OPPORTUNITIES FOR  PERSONS WITH AIDS (HOPWA) PROGRAM</b>  <b>Application deadline: April 8, 2010</b>
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<b>Applicant:</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip Code:</b> _____ <b>Telephone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____ <b>Federal ID#</b> _____ <b>DUNS #</b> _____	<p style="text-align: center;"><b>Amount Requested:</b></p> <p style="text-align: center;">\$ _____</p> <p>Type of eligible activity as described in 574.300:  _____</p> <p>_____</p> <p>_____</p> <p><b>Type of project:</b>  Renewal with no changes in services <input type="checkbox"/>  Renewal with changes in services <input type="checkbox"/>  New program <input type="checkbox"/></p>
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<b>ADMINISTERING AGENCY INFORMATION</b>  <b>CEO of Agency:</b> _____ <b>Title:</b> _____ <b>Signature:</b> _____	<b>Program Director:</b> _____ <b>Title:</b> _____ <b>Signature:</b> _____ <b>Board Chair:</b> _____ <b>Signature:</b> _____
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<b>Certifications</b>		
The undersigned hereby certifies that he/she is duly authorized to negotiate execute and deliver agreements, documents and other instruments in the name of and on behalf of the organizations submitting this proposal for grant funds, and that the information contained is to the best of his/her knowledge, true, correct, complete, and represents the true intended usage of the funds for which the application is being submitted.		
_____	_____	_____
<b>Authorized Signature</b>	<b>Title</b>	<b>Date</b>

