



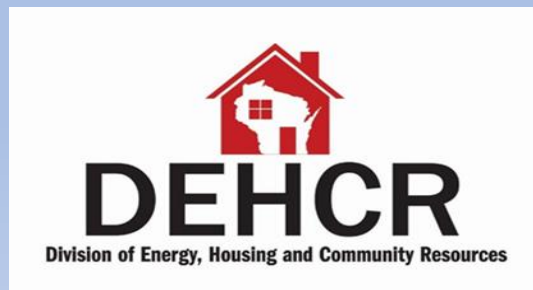
# **2023-2024 HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM**

## **PROGRAM INFORMATION AND APPLICATION INSTRUCTIONS**

**STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF ENERGY, HOUSING AND COMMUNITY RESOURCES**

**AUGUST 2023**

***APPLICATION DUE BY SEPTEMBER 15, 2023***



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# 2023-2024 Housing Opportunities for Persons with AIDS (HOPWA) Program Information

## Program Description

The state of Wisconsin receives a formula grant from the United States Department of Housing and Urban Development (HUD) for the Housing Opportunities for Persons with AIDS (HOPWA) program, authorized by the AIDS Housing Opportunity Act (AOHA) and amended by the Housing and Community Development Act of 1992 (Pub. L. 102-550, approved October 28, 1992). The HOPWA program, managed by HUD's Office of HIV/AIDS Housing, was established to provide housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families. The Department of Administration (DOA), Division of Energy, Housing and Community Resources (DEHCR) administers this program for the state of Wisconsin.

HOPWA funding can be used to assist all forms of housing designed to prevent homelessness, including emergency housing, shared housing arrangements, apartments, single room occupancy (SRO) dwellings, and community residences. As required by [§ 574.310\(a\)\(1\)](#), appropriate supportive services must be provided in conjunction with any HOPWA-assisted housing, but HOPWA funds may also be used to provide supportive services independently of any housing activity.

DEHCR will award all grant funds under this competitive process to one (1) applicant agency who has the capacity to assist the neediest clients throughout the 66-county HOPWA service area, outside of Milwaukee, Ozaukee, Pierce, St. Croix, Washington and Waukesha counties.

The total amount of funding available through the 2023-2024 HOPWA application is **\$1,053,487**; **\$979,743** must be used for eligible HOPWA program activities, and up to **\$73,744** (7 percent) may be used for HOPWA program administration. All grant awards are contingent upon receipt of HUD funding. Applicant agencies should apply for the entire amount available. The grant agreement period will be from October 1, 2023 through September 30, 2024 and is renewable for one year, subject to the awarded applicant agency's overall performance.

## Eligible Applicant Agencies

All cities, counties, housing authorities, tribal agencies, and private nonprofit agencies located in Wisconsin are eligible to apply under this HOPWA application. Private, nonprofit agencies must be organized under Wisconsin Chapter 181; be exempt from taxation under subtitle A of Section 501(c) of the Internal Revenue Code; governed by a voluntary board of directors; use approved accounting systems; and practice nondiscrimination in the provision of assistance.

All applicant agencies must serve the entire the 66-county HOPWA service area of Wisconsin, outside the Milwaukee and Minneapolis/St. Paul metropolitan areas, and be in good standing with DOA and DEHCR (no unresolved monitoring findings, no outstanding required reports, no

major audit finding, etc.). Applicant agencies must be registered with the Federal System for Award Management (SAM) and cannot be listed as a debarred contractor.

Agencies receiving HOPWA funds will be subject to a monitoring process conducted by DEHCR staff at least once during the performance period.

## Client Eligibility

Eligible clients must meet the following criteria:

- 1) Have a household income at or below 80 percent of the area median income; and
- 2) Be medically diagnosed with HIV/AIDS

## Eligible Activities

HOPWA funds may be used for the following activities:

- 1) Housing information services including, but not limited to the following: counseling, information, and referral services to assist an eligible person to locate, acquire, finance, and maintain housing. This may also include fair housing counseling for eligible persons who may encounter discrimination the basis of race, color, religion, sex, age, national origin, familial status, or handicap. Housing counseling, as defined in [§ 5.100](#), that is funded with or provided in connection with HOPWA funds must be carried out in accordance with [§ 5.111](#). When project sponsors provide housing services to eligible persons (including persons undergoing relocation) that are incidental to a larger set of holistic case management services, these services do not meet the definition of housing counseling, as defined in [§ 5.100](#), and therefore are not required to be carried out in accordance with the certification requirements of [§ 5.111](#).
- 2) 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).
- 3) Acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services.
- 4) New construction for single room occupancy (SRO) dwellings and community residences only. An environmental impact assessment will be needed for proposals for acquisition and rehabilitation or new construction.
- 5) Project- or tenant-based rental assistance, including assistance for shared housing arrangements.
- 6) Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling.

- 7) Supportive services including, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government benefits and services, except that health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to family members of these individuals.
- 8) Operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs.
- 9) Technical assistance in establishing and operating a community residence, including planning and other pre-development or pre-construction expenses and including, but not limited to, costs relating to community outreach and educational activities regarding AIDS or related diseases for persons residing in proximity to the community residence.
- 10) Each project sponsor receiving amounts from grants made under this program may use not more than seven percent of the amount received for administrative costs.

## Program Requirements

The awarded applicant agency must comply with all federal HOPWA requirements. Please refer to [24 CFR Part 574](#) for the full list of HOPWA-specific requirements.

The applicant agency's HOPWA program must comply with nondiscrimination and equal opportunity requirements. The applicant agency should make every effort to utilize small, minority- and women-owned businesses for HOPWA program activities, if possible. Information regarding the utilization of small, minority- and women-owned businesses must be made available to the Division in a timely manner, if requested.

The awarded applicant agency will be required to assist the Division with the preparation of the HOPWA Annual Progress Report/Consolidated Annual Performance and Evaluation Report (APR/CAPER). The awarded applicant agency and any of its subcontractors must complete the HOPWA Performance Report Workbook by **April 15, 2024**.

## Reports

Monthly payment requests and HMIS reports will be required. Payment requests and HMIS reports must be emailed to DEHCR Fiscal and the HOPWA program manager on or before the due date, stipulated by the Division.

A final payment request for the grant agreement is due no later than 60 days after the end of the performance period.

## **Audit Requirements for Federal-Funded Awards**

Applicant agencies that receive federal funds during the fiscal year, shall comply with the requirements set forth in the State Single Audit Guidelines issued by the Department. Audit reports are due to the Department within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period, if applicable.

Please review the [Department of Administration's Single Audit Compliance Supplement](#) for details on submission of the reporting package.

## **Homeless Management Information System (HMIS) Participation**

DEHCR requires the applicant agency receiving HOPWA funds to participate in the statewide HMIS. The awarded applicant agency should contact the Institute for Community Alliance for assistance in getting started in Wisconsin's HMIS, if applicable.

## **Local Continuum of Care/Homeless Coalition Participation**

DEHCR requires the applicant agency receiving HOPWA funds to participate in the HUD-recognized Continuum of Care in the territories being served. This includes representation in the local homeless coalitions and participation in the Point in Time counts, to the extent possible.

## **Grant Awards**

Recommendations of eligibility for a HOPWA award will be made by administrative review and presented to the DEHCR administrator for approval. The Division reserves the right to negotiate the grant amount, authorize budget items and specific program content with eligible applicant agencies prior to entering into a grant agreement. All aspects of this application will become contractual obligations. All funds must be expended during the contract year and cannot be carried forward into the following year.

## **Notice of the Right to Withdraw**

The Wisconsin Department of Administration, Division of Energy, Housing and Community Resources reserves the right to amend, modify, or withdraw this application package and any of the grant program instructions or procedures contained herein. The Division may exercise such right at any time without notice and without liability to any applicant agency or other parties for their expenses incurred in the preparation of a proposal or otherwise.

## **Notice of Non-Approval and Rights of Applicants**

Each applicant agency whose proposal is reviewed by DEHCR staff shall receive written notice of the determination of approval or non-funding of the proposed project.

Each applicant agency whose project has not been approved for an award shall be given an opportunity to discuss the reasons for non-funding or may write requesting the reasons for the decision. The DEHCR representative will clarify the reasons for the grant award decision.

### **Appeal Process**

- The appeal must include the name of the application and a short summary of why the applicant agency is appealing the decision.
- The appeal must be filed with the Division Administrator within 30 business days of the date of the denial letter.
- The Division Administrator will review the application and will decide whether to reverse the denial decision.
- If the Division Administrator denies the appeal, the applicant agency must file an appeal with the Secretary's Office within 30 days from the date of the appeal decision.
- The Secretary's Office will review the application and will make a final determination.

# 2023-2024 Housing Opportunities for Persons with AIDS (HOPWA) Application Instructions

## Introduction

**Please review this information before completing the application.**

Applicant agencies that have questions about completing the HOPWA application may contact the HOPWA program manager by phone at (608) 261-7013 or by email at [Dana.Wallace1@wisconsin.gov](mailto:Dana.Wallace1@wisconsin.gov). For questions regarding HMIS, please email the Institute for Community Alliances.

## Application Format

It is **strongly recommended** that applicant agencies utilize the Microsoft Word version of the 2023-2024 HOPWA application. Write responses to the questions within the textboxes of the application. Applicant agencies must submit a PDF version of the HOPWA application with all questions answered and all attachments included to be considered eligible.

Review the HOPWA application in its entirety before proceeding with the final submission.

## Application Submission

All applications must be submitted by email to [DOASupportiveHousing@wisconsin.gov](mailto:DOASupportiveHousing@wisconsin.gov) and the [HOPWA program manager](#). The applicant agency will receive a confirmation email once their application has been submitted.

The application email **must** include the following attachments:

- 1) 2023-2024 HOPWA application (PDF version), including responses to all questions and budget tables.
- 2) Completed and signed submittal authorization (electronic signature is acceptable).
- 3) Completed and signed HOPWA certifications (electronic signature is acceptable).
- 4) SAM.gov eligibility status.

The closing date for the receipt of all applications, under this solicitation, will be **Friday, September 15, 2023 at 11:59 pm CST**.

Unless requested by the Division, no additional information will be accepted from an applicant agency after the deadline for the submittal of applications.



## Definitions

For the purpose of this application, the following definitions apply:

- **Acquired immunodeficiency syndrome (AIDS) or related diseases** means the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).
- **Administrative costs** mean costs for general management, oversight, coordination, evaluation, and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities.
- **Eligible person** means a person with acquired immunodeficiency syndrome or related diseases who is a low-income individual, as defined in this section, and the person's family. A person with AIDS or related diseases or a family member regardless of income is eligible to receive housing information services, as described in § 574.300(b)(1). Any person living in proximity to a community residence is eligible to participate in that residence's community outreach and educational activities regarding AIDS or related diseases, as provided in § 574.300(b)(9).
- **Family** is defined in 24 CFR 5.403 and includes one or more eligible persons living with another person or persons, regardless of actual or perceived sexual orientation, gender identity, or marital status, who are determined to be important to the eligible person or person's care or well-being, and the surviving member or members of any family described in this definition who were living in a unit assisted under the HOPWA program with the person with AIDS at the time of his or her death.
- **Low-income individual** is defined as any individual or family whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary of Housing and Urban Development, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 percent of the median income for the area if the Secretary finds that such variations are necessary because of prevailing levels of construction costs are unusually high or low family incomes
- **Nonprofit organization** means any nonprofit organization (including a State or locally chartered, nonprofit organization) that is organized under State or local laws; has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual; has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated an entity that will maintain such an accounting system; and has among its purposes significant activities related to providing services or housing to persons with acquired immunodeficiency syndrome or related diseases.
- **Population** means total resident population based on data compiled by the U.S. Census and referable to the same point in time.
- **Project sponsor** means any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to carry out eligible activities under

this part. The selection of project sponsors is not subject to the procurement requirements of 2 CFR part 200, subpart D.

- **Rehabilitation** means the improvement or repair of an existing structure, or an addition to an existing structure that does not increase the floor area by more than 100 percent.
- **State** means a State of the United States, the District of Columbia, and the Commonwealth of Puerto Rico, or any agency or instrumentality thereof that is established pursuant to legislation and designated by the chief executive to act on behalf of the jurisdiction
- **Substantial rehabilitation** means rehabilitation that involves costs in excess of 75 percent of the value of the building after rehabilitation.

## Cover Page

Applications must use the cover page from the 2023-2024 HOPWA application template as the cover of the applicant agency's application.

## Applicant Information

The following items must be included for an application to be considered eligible for funding:

- Applicant agency's name
- Physical address of the primary office location
- Mailing address for the purchase order and reimbursement
- Applicant agency's UEI number
- SAM.gov proof checkbox and status documentation
- HOPWA program manager contact information: Provide the name, title, phone number, and email of the person who prepared the application, and can answer questions related to the information contained in the application.
- Official authorized signatory contact information: Provide the name, title, phone number, and email of the person who has the authority to approve and sign the application.
- Client referral contact information: Provide the name, title, phone number, and email of the person who individuals and households can be referred to for assistance.
- Agency website link

## Funding Request

Include the total amount of program and administrative funds requested in the HOPWA application. The total amount of funding available through the 2023-2024 HOPWA application is **\$1,053,487**: **\$979,743** must be used for eligible HOPWA program activities, and up to **\$73,744** (7 percent) may be used for HOPWA program administration. **Since one applicant agency will be selected for HOPWA funding, the entire amount available must be requested.**

## Submittal Authorization

An official authorized to sign for the applicant agency and to sign the contract must execute the submittal authorization.

Officials authorized to sign include, but not limited to:

- President of the Board of Directors of a non-profit organization
- Chief elected official of a local unit of government

## **Application Questions**

Complete the check box questions and answer the narrative questions within the text of the application.

## **Narrative Questions**

Information provided in these sections will help DEHCR understand what the applicant agency's capabilities are, what is being planned with the HOPWA funds, the population(s) that will be served, and why this service area needs assistance.

## **Racial Equity Questions**

DEHCR is dedicated to increasing racial equity across the state of Wisconsin and particularly doing so in all programs receiving DEHCR administered funds. Complete all check box questions and answer the narrative questions within the text of the application.

## **Contractual Responsibility and Subcontracting Question**

Indicate whether the applicant agency will provide all HOPWA services directly or subcontract with an outside entity. If the applicant agency plans to subcontract, please describe the services that will be contracted out and who will be responsible for completing those activities.

As the awarded applicant agency, it is their responsibility to monitor subcontractor(s) and ensure that they are adhering to all HOPWA program regulations and requirements.

## **Practices, Policies, Procedures and Documentation**

The following practices, policies, procedures, and documentation are required of each applicant agency:

- Signing authority documentation
- Accessibility practices and resources
- No faith-based activity requirements
- Client termination policy
- Confidentiality policy
- Conflict of interest policy
- Nondiscrimination policy for clients and employees
- Drug free workplace policy
- Anti-lobbying requirements
- Recordkeeping and retention

## Financial Management Questions

Maintaining clear records and tracking each funding source separately is required by DEHCR. Complete all check box questions within the text of the application.

## Budget Information

This section provides information on the funds the applicant agency is requesting and other related funding sources. All figures should be rounded to the nearest dollar.

### Proposed HOPWA Program Operating Budget

Before completing this section, the applicant agency must determine all other available resources that will be utilized with the HOPWA funding being requested. This includes other resources, such as leveraged funds and revolving loans. No more than seven percent of the HOPWA funds requested may be allocated towards administrative costs.

Complete the budget table by identifying the following:

- Amount of HOPWA funds being requested for each program activity and subcontractor.
- Amount of other funding that will be used in direct combination with the requested HOPWA funds.
- Total operating budget for the HOPWA program.
- Estimated number of households that will be assisted based on income levels.
- List of potential subcontractors.
- Total amount of administrative funding being requested.

HOPWA funds allocated to each program activity are considered estimated totals. Budget amendments are not required for funding changes between program activities.

### Budget Justification

Answer all narrative questions within the provided textboxes.

## HOPWA Program Certifications

A signed copy of these certifications must accompany the applicant agency's HOPWA application. The certifications will be in effect for the full 12-month duration of the contract.

## Appendix

All applicant agencies must provide documentation from SAM.gov that they are not in a period of debarment/suspension or ineligibility status (i.e. have no active exclusion records). To be eligible to receive HOPWA funding, this documentation **must be included** in the submission email.

Applicable link: <https://sam.gov/content/home>

Sign in to SAM.gov and view the entity's registration record.

In the entity record, select “Exclusions” in the left navigation panel. Any active or inactive exclusions will display. If there are no exclusions, a message reading, “There are no active/inactive exclusion records associated to this entity by its Unique Entity ID,” is displayed. Provide a printout or screenshot.

