



# Housing Opportunities for Persons With AIDS Program Request for Proposals (RFP) Application

Grant term: March 1, 2024 – February 28, 2025

**Application Deadline: Monday, December 4, 2023, at noon Central Time.**

**NOTE:** Refer to the Housing Opportunities for Persons With AIDS (HOPWA) Program RFP Application Instructions for more information.

**Table 1: Applicant Information**

	Applicant Information
Legal Organization Name	
Doing Business As Name (if any)	
Organization Street Address	
Organization City	
Organization State	
Organization Zip	
Authorized Representative Name	
Authorized Representative Title	
Authorized Representative Phone	
Authorized Representative Email	
Project Contact Name	
Project Contact Title	
Project Contact Phone	
Project Contact Email	
Total Amount Requested	
Counties/Tribal Nations Served	
Proposed Number of Households Served	

## I. Capacity and Project Design (60 Possible Points)

The funds must be used for short-term (up to 21 weeks in a 52-week period) rent, mortgage and utility payments (STRMU) to prevent homelessness of the renter or mortgagor.

1. Describe your organization's overall mission and experience working with people living with AIDS/HIV. \_\_\_\_\_
2. Provide your organization's experience in providing STRMU or other kinds of housing assistance payments. State "None" if you have no experience. \_\_\_\_\_
3. Identify unmet housing needs and barriers of people living with AIDS/HIV and describe how your organization will address the unmet needs and barriers. \_\_\_\_\_
4. Describe the assistance to be offered through the funding from this RFP (rental, mortgage, or utility). This should include how you will document assistance, data collection and data management. \_\_\_\_\_
5. Describe the process that will be used to determine recipient eligibility. \_\_\_\_\_
6. Describe the household referral process, include outreach efforts to connect with potentially eligible households. \_\_\_\_\_
7. Describe how your organization trains staff to serve the intended population and encourages staff retention. \_\_\_\_\_
8. Recognizing the temporary nature of STRMU, please describe your plan to integrate and coordinate assistance with other HIV/AIDS-related health and housing service providers. \_\_\_\_\_
9. If you are using subrecipients, describe the role they will play in program implementation. \_\_\_\_\_
10. If utilizing subrecipients, what monitoring and risk assessment procedures do you have in place to help ensure proper service delivery. Describe your subrecipient selection process. \_\_\_\_\_

## II. Equity (30 Possible Points)

11. Recognizing and honoring sovereignty, Tribal Nations will receive automatic points for the Equity section of this application. Check "Yes" if you are a Tribal Nation or group of Tribal Nations.

Yes  Skip all questions in this section and move to the Budget section (Section III); 30 points will automatically be granted.

No  Continue to Question 12.

12. Describe how people living with AIDS/HIV are involved in the program improvement and evaluation process. \_\_\_\_\_
13. Describe how assistance will be culturally and linguistically appropriate. Describe how you will communicate with non-English speaking clients. \_\_\_\_\_
14. Share your organization's outreach strategies to serve particular populations who may be experiencing housing instability at disproportionate levels (such as cultural, racial, and ethnic

communities, LGBTQIA2S+ communities, people with disabilities, veterans, and others who are identified by the applicant). \_\_\_\_\_

### III. Budget (10 Possible Points)

15. Complete and submit the proposed Budget using the [HOPWA Program RFP Budget Template](#) provided.

- Administration: Administrative activities as defined by HOPWA include, “costs for general management, oversight, coordination, evaluation, and reporting on eligible activities” (see 24 CFR 574.3).
- Administrative costs may not exceed 7% of the total direct assistance expensed under the Grant Contract Agreement.

16. Provide a substantive narrative justifying the Budget. \_\_\_\_\_

### IV. Required Documents

The [Multifamily Secure Upload Tool](#) will direct the applicant to send items to [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us). Review the [Upload Tool Instructions](#) for more information. Late applications will not be accepted.

Submit the following application materials no later than **Monday, December 4, 2023**, at noon Central Time using the [Multifamily Secure Upload Tool](#):

- Application (this document)
- Application Signature Page (wet, digital, or electronic signatures will be accepted)
- Budget
- Project Sponsor Form -- If the applicant is using subrecipients, this form should be submitted for each subrecipient along with the applicant.
- Applicant current financial information (does not apply to any governmental organizations or Tribal Nations) – all nongovernmental organizations applying for \$25,000 or more must supply the following financial documentation depending on their gross revenue:

**Table 2: Required Financial Documentation**

Documentation	Total Gross Revenue
Board-Reviewed Financial Statements	Under \$50,000 (or not in existence long enough to have completed IRS Form 990 or an audit)
IRS Form 990 and Aging Schedule	\$50,000-\$750,000
Certified Financial Audit	Over \$750,000

**NOTE:** The subject line for the items submitted via the instructions above should be: **HOPWA\_RFP\_Applicant name\_Name of document.**

## **V. Acknowledgement and Consent**

The applicant acknowledges that this application will be reviewed and scored by a review committee comprised of Minnesota Housing Finance Agency (Minnesota Housing) staff, other state agency staff, and community reviewers who have knowledge of housing stability programs.

The applicant further agrees that, by submitting this application to Minnesota Housing, they agree and understand that this RFP response and data submitted as part of this RFP response are governed by the [Minnesota Data Practices Act](#) and may be considered private or nonpublic data until the responses are opened. Refer to the [HOPWA Program RFP Application Instructions](#) for more information related to the [Minnesota Data Practices Act](#).

The applicant further consents to Minnesota Housing sharing all data submitted as part of this RFP response, including private or nonpublic data, to individuals outside of Minnesota Housing who agree to assist with the evaluation of the responses and that such individuals will be instructed that they may not further disseminate the private or nonpublic data received.

By completing, signing, dating, and submitting the [Application Signature Page](#) (Section VI: Certification and Signature; separate page), the applicant acknowledges and consents to the above information, as well as the information stated on the signature page.