Carolinas CARE Partnership HOPWA RFP

Pre-Application Workshop

Wednesday, March 17, 2021

2:00 PM

HOPWA 101

- HOPWA stands for Housing Opportunities for People with AIDS
- The HOPWA program is designed to provide housing assistance and related supportive services for low income people living with HIV/AIDS and their families.
- To qualify for HOPWA, a person must have:
  - **Documentation** of their HIV status
  - **Proof** of income below 80% of Area Median Income
  - **Proof** of residency/services in one of the counties we serve
  - **Documentation** of need

Logistics

- Due date: **April 16, 2021 at 5:00 pm**

- Email Narrative AND all attachments to Claire Butler, claire.butler@charlottenc.gov
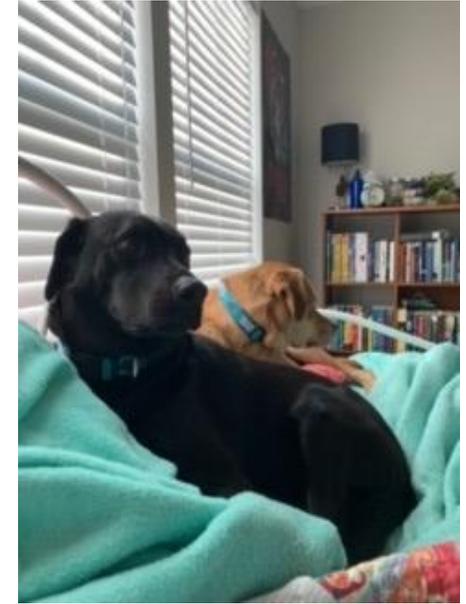
Applicant Interviews

- Week of May 17, 2021
- **Via Zoom**
- I'll send an email to sign up for your interview time on April 30, 2021
- The staff members you have attending the zoom should be *very familiar* with your proposal and your program

Review Process

- Screened for completion by City of Charlotte

- Reviewed and scored by committee members and 2 staff

- Also taken into consideration:
  - Interview
  - Current year spending vs. award
  - Current year goal vs. actual
  - Site visit score

- For new applicants, we may conduct a pre-decisional site visit in May/June.

Funded Activities and How to Budget

- Supportive Services
  - Permanent Housing Placement (Deposits) – actual cost
  - Drug and Alcohol Counseling Service *payor of last resort
  - Housing Case Management- $20 per 15 minute unit
  - Mental Health Services - $60 per 15 minute unit
- Short Term Rent, Mortgage, and Utility Payments (actual cost)
- Housing Information Services - $20/15 minute unit
- Tenant-based rental assistance – actual cost *please meet with Shannon to discuss prior to application
- Operational expenses for Facility-Based Housing – daily rate (must be explained fully) To be funded under this service, you must both serve folks for less than 60days AND serve fewer than 50 individual/families at a time
- Transportation – actual cost
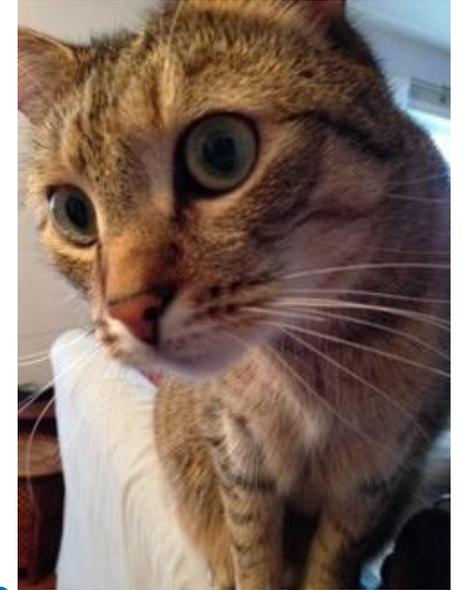
Introduction
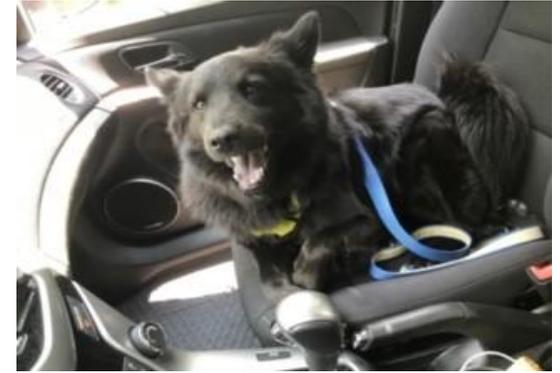
- List all services for which you are applying for funding
- Contact person is the person we should contact about scheduling an interview
- List a back-up contact, just in case

Outcomes Chart

- Make a chart of Outcomes, Indicators, and Strategies
  - SMART Outcomes
  - Indicators are how you know you're getting to your outcome
  - Strategies are activities you're engaging in to meet your outcomes
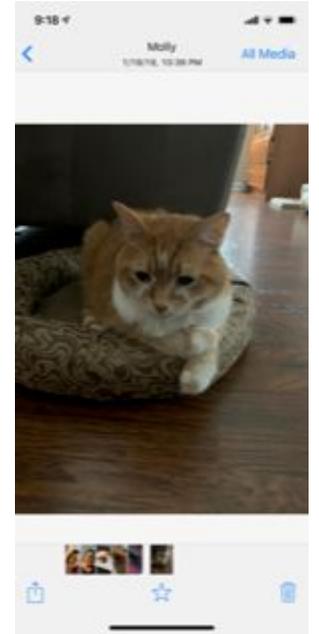
Program Implementation

- How will clients learn about and access your program (referrals, advertising in lobby, something else?) What process will clients participate in to receive services?
- What specific recruitment strategies and marketing plan will your program use to ensure service utilization?
- How you will determine and document client eligibility? How you will decide which clients get assistance from your HOPWA funding?
- What is the timeframe in which services can be completed (such as, how quickly will checks be written once approved, how long will the approval process take)?
- What geographic region and target populations will you serve? How many unduplicated clients do you propose to serve?

Linkage to Care

For individuals living with HIV, being in care is the SINGLE MOST IMPORTANT INDICATOR on the HIV continuum that keeps people healthy and prevents the spread of HIV.

 We want to know how you will make sure clients are linked to care and what you will do if they're not.

Demonstration of Need

- Tell us why the community needs YOUR organization to provide the **service(s)** you're proposing.

- How do you know?

Organizational Capacity

- Describe your agency's ability to implement the Program you propose in terms of the agency's:
  - Mission and experience in serving people living with HIV
  - Staffing levels, experience, ratios, qualifications
  - Infrastructure to ensure financial, programmatic, and reporting compliance
- Demonstrate your agency's commitment to serving People Living with HIV (PLWH) by describing your approach to:
  - Cultural humility
  - Trauma Informed Services
  - Your staff's existing knowledge, lived experience, demonstrated expertise and trainings attended (or willingness of agency to provide trainings) on topics related to HIV knowledge and LGBTQ issues, (including housing)
  - Ability to identify and specifically serve HIV+ clients

Organizational Capacity Continued

- How has COVID-19 impacted services?
- How has COVID-19 impacted needs?

Referral Sources and Partnerships

- What organizations are you getting referrals from?

- What organizations are you making referrals to?

- What commitments are made between your organization and your partners?

- Provide copies of the documents governing these agreements OR a date they can be expected (within 3 months of funding)

Outcomes

- Current HOPWA-funded agencies
  - Make a Chart
  - Based on FY2020 and 2021 Contract

- Non-HOPWA funded agencies
  - Track record of success with a program, preferably related to housing or HIV services
  - Also in chart format

Evaluation

- How will your agency collect, monitor, and utilize your clients' feedback about your program?

- How will your agency track and report progress towards outcomes? Please be specific: Who will be responsible for these tasks? What kind of documentation will you provide? How will this information be used within your organization?

- Note that these will be reviewed at the FY2022 site visits

Budget Narrative

- Indicate the amount of HOPWA funding requested to support the project and the justification for the number of clients proposed to be served.

- Indicate how the amount will be billed (units of service, actual cost, etc.) and how that amount was calculated*, as well as what other support the agency will leverage in order to provide services.

- Please **also** complete the budget page included in this packet.

*if you are using a daily rate, please justify that rate!

Section J

- Use this to your advantage!
- This is your chance to tell us something we didn't ask, but you wish we had.
  - Your success despite COVID
  - Why your rate needs to be higher than what is outlined here
  - Plans for new programs
  - Anything that further explains your application for the programs committee

Attachments

- Budget (on attached form)
- Signature Page
- MOUs from Community Partners
- A copy of the Client Feedback Form your org will be using in 2022
- List of Board of Directors
- Non-Discrimination Policy
- Staffing Chart
- 501-c-3
- Most recent audit
- Other relevant info

Grant Writing Tips

- Get the agency name right! :-) Carolinas CARE Partnership
- Read the whole RFP. (Most change from year to year.)
- The Magic Key – answer the question precisely as it is asked.
- Be data-driven. Tell your story but with the numbers to strengthen it.
- Do measurable objectives that match your goals.
- "Demonstration of need" refers to the community's need for your proposed services.
- Leave time to review before submission date.

SAMPLE Outcomes Chart

| Sample Grant Goal 4: Strengthen prevention capacity and infrastructure development at the community level. |
|---|
| |
| Objective 4.1: By September 29, 2021, XYZ Agency will help School 1 and School 2 administer the Pride Surveys Questionnaire to students in grades 7, 9, and 11, as measured by memorandums of understanding and survey reports. |
| Objective 4.2: By September 29, 2021, XYZ Agency will launch an online resource database and data dashboard designed to increase data utilization capacity among schools and youth social service providers, as measured by a 15% increased collaboration documented by our Community Agreement Form. |
| Objective 4.3: Access to the XYZ Agency's online resource database and data dashboard will double from September 2022 to September 2024, as measured by website analytics. |
| Objective 4.4: By September 29, 2024, communication and coordination among school and youth-serving agencies XYZ County will increase by 35%, as measured by community agreements. |

Questions

- Which part of this seems the most scary/difficult/daunting? Let's talk it through
- Who is going to write this – do they understand what you do on a very deep and detailed level? Assemble your team!
- Who in the world do you call when you need help?!?!?!
- What if I need an extension?
- What if I don't have a new audit?
- Other questions????
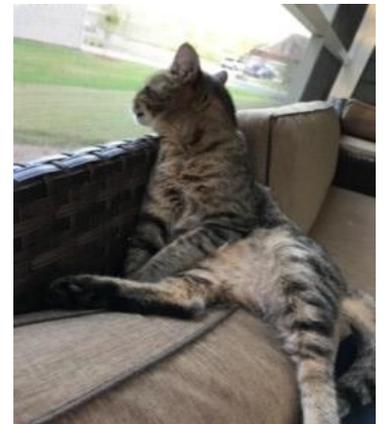
You can do this!!

shannonw@carolinascare.org

704-496-9581

704-726-7264

We're here to help!