

HOPWA FY 2025 Request for Applications (RFA) Webinar

Presented By:

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Indiana Housing and Community Development Authority**

OVERVIEW

RFA Summarized

- Snapshot of HOPWA and IHCDA Goals

RFA Funding Eligibility Criteria

Required Scope of Services

Timeline

HOPWA FY 2025 RFA Components

Relevant Information and Reminders

Questions



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SNAPSHOT OF HOPWA PROGRAM:

Established thanks to the AIDS Housing Opportunity Act of 1992 and administered by U.S. Department of Housing and Urban Development.

Only federal program dedicated to the housing needs of low-income people living with HIV/AIDS and their families.

Primarily rental and utility assistance, but also connects clients to federal, state, and local resources.

IHCDA GOALS FOR HOPWA:

Fund housing and health resources to support those living with HIV and their loved ones

Successfully ensure Project Sponsors can spend all HOPWA funds

Maintain compliance with HUD regulations on spending and program operations and development

RFA FUNDING ELIGIBILITY CRITERIA:

A private nonprofit organization (defined as tax-exempt secular or religious organization described in section 501(c)(3) of the Internal Revenue Code).

An organization that does not have any unresolved findings from IHCDA or HUD.

An organization's staff or Board members attended Regional Planning Council on the Homeless meetings in the previous calendar year.

An organization that either is designated by Indiana Department of Health as a "Non-Medical Case Management Provider" (NMCMP) or has a formal agreement with such a provider.

An organization that will have a Certificate of Consistency with the State of Indiana Consolidation Plan for the areas that its program will cover.

An organization that has standards of financial accountability that conform to 2 CFR 200.302, 'Financial Management' and 2 CFR 200.303, 'Internal Controls,' which includes systems and software that allow for effective control over, and accountability for, all funds, property, and other assets.

REQUIRED SCOPE OF SERVICES:

Program Management and Service Delivery

- Enter client-level data on HMIS, or in the case of clients who are survivors of domestic violence, DV ClientTrack.
- Comply with annual FMR and rent reasonableness requirements, property inspection requirements, lead-based paint requirements, etc. Execute Rental Assistance Payment Contracts with tenants and landlords.
- Consistent internal policies that protect client-level personal/health status information and ensure protections against discrimination according to Federal and State law.
- New and existing staff members are adequately trained in HOPWA service delivery.



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REQUIRED SCOPE OF SERVICES:

Grants Administration

- Ensure successful grant utilization throughout your contracted term
- Meet relevant reporting and claim submission deadlines
- Timely communication with IHCDA on award inquiries, documentation requests, issues affecting grant utilization, and more.
- Ensure that program operations and administration comply with relevant laws/regulations/guidance at the federal, state, and local level
- Attend relevant webinars, office hours, and trainings that pertain to the HOPWA program

SUMMARY OF RFA:

Application is on JotForm ONLY!

- [HOPWA FY2025 RFA Application](#)
- Line-Item budget request and place to attach required documentation will be provided here also.

Form employs conditional logic, which will impact which questions appear/disappear, and which questions are required/non-required.

Organizations can save their application progress.

Includes a variety of multiple-choice questions, file attachment requests, and essay responses.



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RFA TIMELINE:

July 28, 2025 - Completed RFA Application is due at 5pm EST.

August 15, 2025 – Funding Decision will be sent by 5pm EST

August 25, 2025 – Contract details finalized

July 1, 2025 – Contract Start Date (backdated as needed)

FY 2025 RFA Details

RFA APPLICATION

Application Table of Contents

- Introduction
- HOPWA FY 2025 Budget Request
- Threshold Requirement Questions
- Financial Management Information
- Experience with Service Provision
- Staff and Board of Directors
- Supplementary Attachments
- Certification and Signature

INTRODUCTION:

Basic Questions about Organization

- Name
- Location
- UEI# and EIN#

Contact Information

- Agency
- CEO/Executive Director
- Signatory (if not CEO/ED)
- Program Staff



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FY 2025 BUDGET REQUEST:

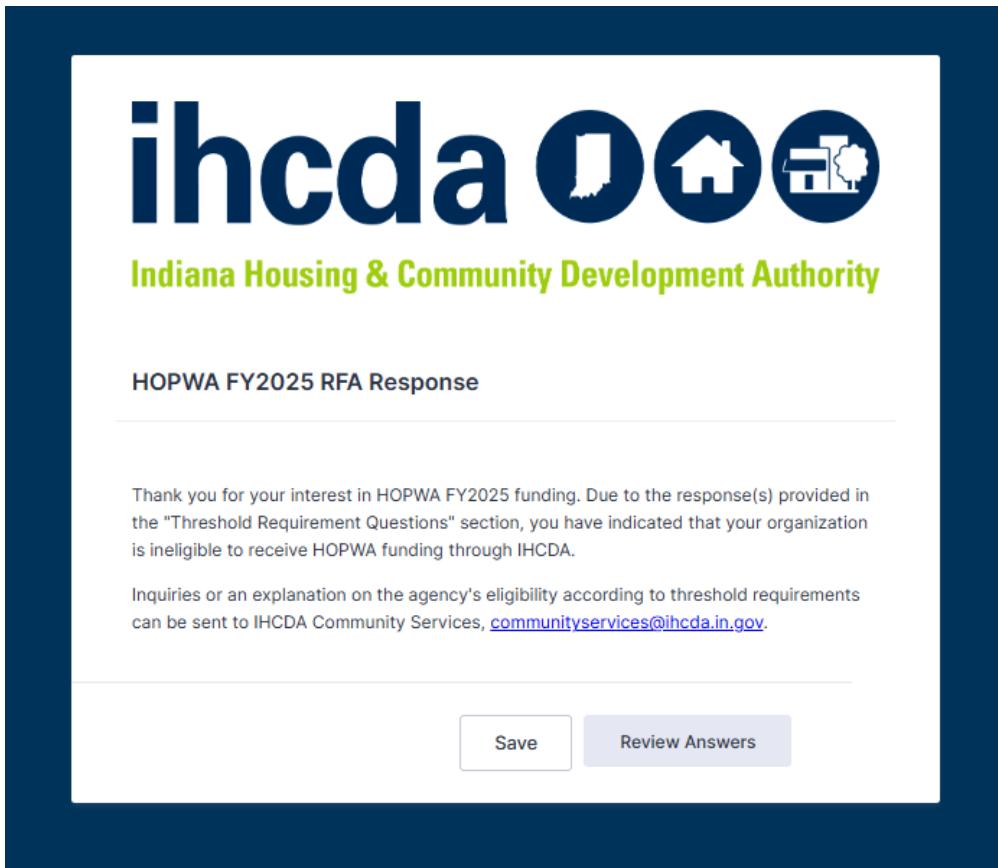
Applicants should enter budgetary request by line item.

- Amount should be given in US Dollars and include appropriate use of decimals.
- Be mindful of federal spending cap on administration.

Once you provide the line-item request for each item, the grand total of your request will auto populate.

THRESHOLD REQUIREMENT QUESTIONS:

Conditional Logic Employed – ANSWER CAREFULLY BEFORE SUBMISSION!



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HOPWA FY2025 RFA Response

Thank you for your interest in HOPWA FY2025 funding. Due to the response(s) provided in the "Threshold Requirement Questions" section, you have indicated that your organization is ineligible to receive HOPWA funding through IHCDa.

Inquiries or an explanation on the agency's eligibility according to threshold requirements can be sent to IHCDa Community Services, communityservices@ihcda.in.gov.



THRESHOLD REQUIREMENT QUESTIONS:

Multiple yes/no questions:

- 501c3
- UEI#
- Documentation of Non-Medical Case Management Provider (NMCMP) status with IDOH or a formal agreement with a NMCMP
- Regional Planning Council on the Homeless
- Certificate of Consistency
- Financial Management Policy/Internal Controls according to 2 CFR 200 – including claims submission process.

Even if you answer yes to all questions on the application, we will look through documentation to verify.

FINANCIAL MANAGEMENT INFORMATION:

Mixture of multiple choice and short answer

- General questions about accounting, auditing, organizational procedure regarding the management of federal funds.

Additional Questions about Experience with Federal Grants

- Has applicant received non-HOPWA, federal grants?
- Does applicant have experience administering grant(s) from IHCDA?

Conditional Logic employed depending on how applicant responds

- Please make sure you respond carefully and accurately in this tab!

EXPERIENCE WITH SERVICE PROVISION:

Years of Experience with Serving Persons Living with HIV/AIDS:

- Answer regardless of whether organization ever received IHCDA's HOPWA funding

Multiple Essay Questions:

- Please provide a brief description of your organization's mission and services.
- Discuss your experience with HMIS. What technical issues has your organization experienced with HMIS reporting? Does your organization need HMIS technical assistance or training?

EXPERIENCE WITH SERVICE PROVISION:

Essay Questions:

- Please describe your organization's experience in serving youth, veterans, VAWA-eligible clients, or those who experienced or are experiencing chronic homelessness. Please explain any services or interventions that are directly offered to these clients. Describe instances to which you refer clients to other providers.
- Is your organization an active member of any regional/local HOPWA planning or community planning committees OTHER than your regional continuum of care/regional planning council on the homeless? If yes, please list below:

EXPERIENCE WITH SERVICE PROVISION:

Evaluation Criteria of Essay Responses:

- Did the applicant's response answer all parts of the essay question? Are there complete sentences?
- Does the applicant show an aptitude in balancing direct service provision with making appropriate referrals?
- Does the applicant have account for the specialized needs of youth, veterans, VAWA-eligible clients, or those who experienced/are experiencing chronic homelessness? Are there specialized procedures or services catered to these subpopulations?
- What is the applicant's involvement with other coalitions or committees dedicated to housing and/or health outcomes?



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STAFF AND BOARD OF DIRECTORS:

Straightforward multiple choice and short answer questions

- Some questions employ conditional logic.

Required Attachments:

- List of agency's current Board of Directors: including names, affiliating organization(s), email address, and phone number.
- Staffing/organization chart of HOPWA staff, including FTE employees

Mostly revolve around nature of board composition and knowledge expertise.



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RFA REQUIRED SUPPLEMENTAL ATTACHMENTS:

Updated Certificate of completion from HUD Exchange's HOPWA Financial Management Module

Updated Certificate of Completion from HUD Exchange's 2 CFR 200 Online Module

Current Policy by which HOPWA clients are selected and approved, without documentation for current HOPWA recipients.

Confidentiality policy and procedures



RFA REQUIRED SUPPLEMENTAL ATTACHMENTS:

Blank Housing Plan or Outline

Tracking Sheet of 75% served at or below 50% AMI

One MOU with a PSH in the area of each Region that your organization covers (if PSH is available in the area)

Grievance/dispute policy

Termination of HOPWA Assistance Policy

OPTIONAL SUPPLEMENTAL ATTACHMENTS:

Organizations may provide additional information that better contextualizes the application.

- **Examples may include (but not be limited to):**
 - An addendum to contextualize your request and eligibility status
 - Another form of documentation to showcase your ability to successfully administer HOPWA assistance.

There is no penalty for simply providing or NOT providing documentation that you believe better contextualizes your application.

Relevant Information and Reminders

EVALUATION CRITERIA OF RFA RESPONSE:

Combination of factors inform our funding decisions, including but not limited to:

- IHCDA's Capacity to meet request (dependent on amount IHCDA receives from HUD)
- Successfully meeting funding eligibility requirements
- Spending progress in previous fiscal years (if previously received IHCDA funding)
- Service provision
- All questions are completed as accurately as possible – none are left blank unless the question allows
- Essay responses provide a clear context

GENERAL ADVICE:

Start early!

- Gather all supplemental documentation for your application submission.
- Make sure you're prepared to answer essay questions in the RFA Application.

Double-check that your submission of the RFA Application is complete before submission.

When in doubt – ask us! We may be able to help.



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IMPORTANT REMINDERS:

RFA Deadline: July 28, 2025; 5pm EST

Only complete applications will be considered.

Late submissions will not be accepted unless approval was granted beforehand.

JotForm allows you to save your progress and the ability to review answers before submitting!



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RFA CONTACT INFORMATION

Community Services Team Email: communityservices@ihcda.in.gov

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QUESTIONS?