

HOPWA FY 2026 Request for Applications (RFA) Webinar

Presented By:

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OVERVIEW

RFA Summarized

- Snapshot of HOPWA and IHCDCA Goals
- Client Eligibility
- Eligible Expenses

Required Scope of Services

RFA Funding Eligibility Criteria

Timeline

HOPWA FY 2026 RFA Components

Relevant Information and Reminders

Questions

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

HOPWA CLIENT HOUSEHOLD ELIGIBILITY:

One individual in the household living with HIV/AIDS, regardless of the individual's age.

Income level of 80% AMI or less

Physically located within the Indiana Balance of State's jurisdiction

Documentation confirming eligibility must be on file.

HOPWA ELIGIBLE EXPENSES:

Long-Term Rental Assistance (TBRA)

Long-Term Program Delivery

Short-Term Rent, Mortgage, Utilities

Short-Term Program Delivery

Facility Operations/Facility Based Assistance

Housing Information Services

Permanent Housing Placement

Supportive Services

Resource Identification

Administration

REQUIRED SCOPE OF SERVICES:

Program Management and Service Delivery

- Comply with all federal, state, and local regulations, policies, standards, and guidance
- Ensure efficiency and effective of HOPWA program
- Execute Rental Assistance Payment Contracts with tenants and landlords
- Ensure the existence of and compliance with internal policies regarding confidentiality of client-level personal and health status information

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

RFA FUNDING ELIGIBILITY CRITERIA:

Organizations must have 501(c)3 Status

Active UEI Number

Registration with Indiana Secretary of State

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.

Coordination with organization’s Regional Planning Council

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

Organization has standards conforming with 2 CFR 200.302 “Financial Management” and 200.303 “Internal Controls” regulations*

Supply all necessary information outlined in narrative and JotForm application.

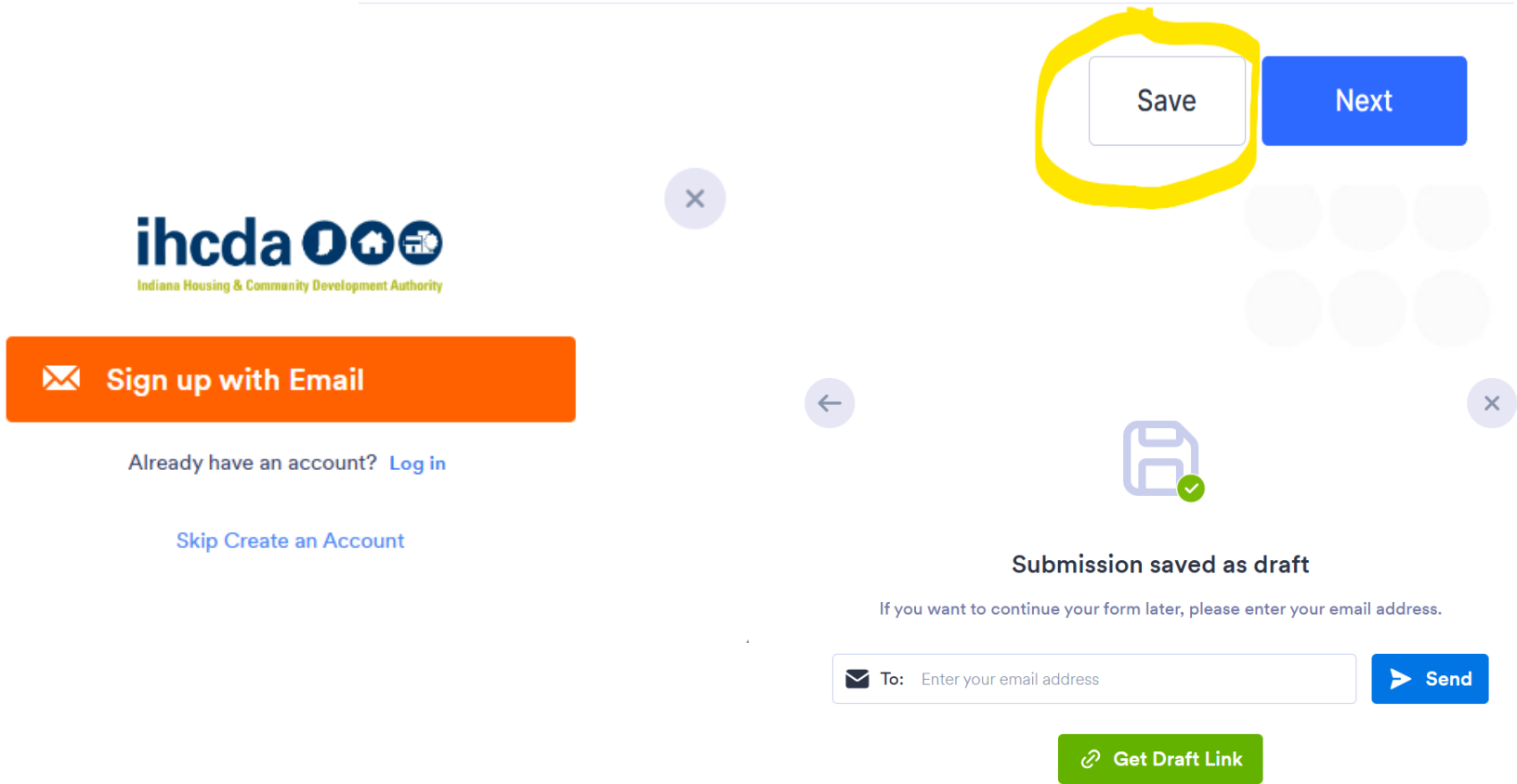
FEATURES OF RFA FORM:

SAVING YOUR RFA APPLICATION RESPONSE:

How to save application:

- Look to bottom of application page and click on white button titled “Save”.
- On next screen, click on “Skip creation of an account”.
- Type in your email address so that JotForm will send you the link to the application in progress.
- If you lose the link, you’ll have to redo the progress you’ve made on your application! IHEDA Staff will only have access to applications that were submitted.

SAVING YOUR RFA APPLICATION RESPONSE:



The screenshot shows a web interface for ihcda. At the top right, there are two buttons: a white 'Save' button with a yellow highlight and a blue 'Next' button. Below these, the ihcda logo is visible, consisting of the text 'ihcda' and three icons: a person, a house, and a building. Below the logo is an orange button that says 'Sign up with Email' with an envelope icon. Underneath that is the text 'Already have an account? Log in'. At the bottom of this section is a blue link that says 'Skip Create an Account'. To the right of the ihcda logo, there is a close button (an 'x' in a circle). Below the 'Save' button, there is a blue left arrow button and a save icon (a floppy disk with a green checkmark) and a close button (an 'x' in a circle). Below the save icon, the text 'Submission saved as draft' is displayed, followed by the instruction 'If you want to continue your form later, please enter your email address.' Below this is an email input field with a placeholder 'To: Enter your email address' and a blue 'Send' button with a right arrow icon. Below the email field is a green button that says 'Get Draft Link' with a link icon.

EVALUATION CRITERIA OF RFA RESPONSE:

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

- Capacity to meet the organization's request (dependent on amount IHCDA receives from HUD)
- Meeting the requirements highlighted in Part 2, Section 1 titled "Funding Eligibility Criteria"
- Financial capacity and readiness to manage federal grants
- Spending progress in previous fiscal years
- Service Provision according to the results of prior CAPER reports
- Quality of Application submission as defined below:
 - All questions are completed as accurately as possible; none are left blank unless the question allows.
 - Narrative responses provide a clear and comprehensive context of how the organization's HOPWA program is administered.

RFA TIMELINE:

June 4, 2026- Completed RFA Application is due at 5pm EST.

June 25, 2026 (tentative) – IHCD Board of Directors' Meeting

June 29, 2026 (tentative) – Funding Decisions will be sent by 5pm EST

TBD – Agreement detailed finalized

FY2026 award agreements will be effective on July 1, 2026, regardless of the agreement execution date.

FY 2026 RFA DETAILS

RFA APPLICATION

Application Table of Contents

- Introduction
- HOPWA FY 2026 Budget Request
- Threshold Requirement Questions
- Financial Management Information
- Experience with Service Provision
- Staff and Board of Directors
- Attachments
- Certification and Signature

INTRODUCTION:

Basic Questions about Organization

- Name
- Location and Contact Information
- UEI# and EIN#
- Counties Served

Contact Information

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

THRESHOLD REQUIREMENT QUESTIONS:

Multiple yes/no questions AND attachment requests:

- 501c3
- UEI#
- Registration with Indiana Secretary of State
- Documentation of Non-Medical Case Management Provider (NMCMP) status with IDOH or a formal agreement with a NMCMP

Essay Question: Regional Planning Council on the Homeless

- Signed Certificate of Attendance is now optional.
- Instead, we have a required essay question where applicants elaborate on the extent of your involvement.

FINANCIAL MANAGEMENT INFORMATION:

Attachment Requirements:

- Organization's most recent 990
- 2025 year-to-date Balance Sheet
- 2025 year-to-date Income Statement
- 2025 year-to-date Cash Flow Statement
- 2024 or 2025 Financial Statements
- Current Certificate of Completion from HUD Exchange's 2 CFR 200 Financial Management module
- Current Certificate of Completion from HUD Exchange's HOPWA Financial Management Module

FY 2026 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.

EXPERIENCE WITH SERVICE PROVISION:

Has your organization received any funding from IHEDA in the past?

In the past 5 years, has your organization received and administered a federal grant other than HOPWA?

Please list all non-HOPWA, federal grants your organization has received and administered within the last 5 years. Please also include the name of the funder your organization received each grant from.

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

- Answer regardless of whether organization ever received HOPWA funding

EXPERIENCE WITH SERVICE PROVISION:

Essay Questions:

- Please provide a brief description of your organization's mission and services.
- Please elaborate on how your organization implements low-barrier, person-centered approaches in administering HOPWA assistance.
- Discuss your experience with HMIS. Does your organization need HMIS technical assistance or training?

EXPERIENCE WITH SERVICE PROVISION:

Essay Questions:

- **How do prospective clients become enrolled in your organization's HOPWA TBRA program?** Include a summary of how clients connect with the organization to address their housing needs and the process of initial intake to discharge (as applicable depending on client circumstances). Include a summary of the overall strategy and the role of each partner in the referral process if your organization is working with other agencies or stakeholders.

EXPERIENCE WITH SERVICE PROVISION:

Essay Questions:

- **How do prospective clients become enrolled in your organization's HOPWA STRMU program?** Include a summary of how clients connect with the organization to address their housing needs and the process of initial intake to discharge once the time limit for STRMU assistance ends. Include a summary of the overall strategy and the role of each partner in the referral process if your organization is working with other agencies or external stakeholders.

EXPERIENCE WITH SERVICE PROVISION:

Essay Questions:

- **How does your organization identify and recruit landlords to house HOPWA clients?** Include a summary of the overall strategy and steps that will be taken to recruit, engage, and retain landlords.
- **What partnerships or relationships does your organization have with Permanent Supportive Housing programs in your HOPWA area(s)?** If there is no MOU for each HOPWA region that your program covers, please explain below.

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.
- What partnerships or relationships does your organization have with other agencies serving people living with HIV/AIDS? How does your organization approach maintaining existing and creating new relationships with other agencies?
- 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? Does the response include complete sentences?
- Does the applicant show an aptitude in balancing direct service provision with making appropriate referrals?
- How does the applicant engage with clients and administer assistance?
- Does the application 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 positive housing and health outcomes?
- How does the applicant engage with landlords?

STAFF AND BOARD OF DIRECTORS:

Required Attachments:

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

Questions on confidentiality trainings for staff

RFA REQUIRED SUPPLEMENTAL ATTACHMENTS:

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

Confidentiality policy and procedures

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

IMPORTANT REMINDERS:

RFA Deadline: June 4,
2026; 5pm EST

Only complete and
submitted 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!

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. **Questions are posted on IHCD's HOPWA webpage.**

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

- There is a "Review Answers" button at the end of application.

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

RFA CONTACT INFORMATION:

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QUESTIONS?