



## HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

2020

### NOTICE OF REQUEST FOR PROPOSALS (RFP)

#### APPLICATION INSTRUCTIONS

Telephone (601) 960-2155

Fax (601) 354-4555

[www.jacksonms.gov](http://www.jacksonms.gov)

#### Application Submission

The deadline to submit all HOPWA applications electronically is by 5:00 p.m. on January 7, 2021. Applications should be submitted electronically to [OHCD@jacksonms.gov](mailto:OHCD@jacksonms.gov). To submit your application electronically, please follow the instructions below:

1. Subject Line – put “2020 HOPWA Application and Agency Name”
2. Send your application package in two different file attachments. 1<sup>st</sup> file attachment should include the application proposal only; the 2<sup>nd</sup> file attachment should include all supporting documentation listed on pages 9-10 (Item #5) of these instructions.

Please respond to all questions, keep responses brief and to the point, and do not attach additional information to this application unless requested. Unsolicited information will not be considered for review, limit answers to space provided unless specified.

Application **MUST** be completed in full with all required documents in order to be considered for funding. Applications will only be accepted electronically via email.

**Once application is received you will receive a confirmation via email. If you do not receive email confirmation, we have not received your application.**

For technical issues, Please contact Linda Caldwell at [lcaldwell@city.jackson.ms.us](mailto:lcaldwell@city.jackson.ms.us).



## HOPWA GRANT PROGRAM DESCRIPTION

### ***INTRODUCTION***

The Housing Opportunities for Persons with AIDS (HOPWA) Grant Program provides assistance to low-income individuals diagnosed with HIV/AIDS and their family members living with them. The City of Jackson's HOPWA program is administered through the Department of Planning and Development's Office of Housing and Community Development (OHCD) and is part of the City's strategy to provide housing and supportive services to low-income members of special needs populations.

All regulations cited can be found at <https://www.hudexchange.info/programs/hopwa/>

The Program is funded with Housing Opportunities for Persons with AIDS (HOPWA) entitlement funds annually awarded by the U.S. Department of Housing and Urban Development (HUD). As such, all activities must comply with applicable HOPWA regulations, which are found in [24 CFR 574](#). The program is designed to meet three overarching goals:

- Increase stability in housing that is safe, decent and sanitary;
- Reduce the risks of homelessness; and
- Improve access to housing related services, HIV treatment, and other health care services for low-income persons living with HIV/AIDS.

**The City of Jackson's HOPWA program is currently seeking proposals from qualified agencies interested in and capable of implementing HIV housing assistance projects utilizing 2020 HUD allocations. Applicants must demonstrate a capacity to serve the City of Jackson's Metropolitan Statistical Area (MSA) (Hinds, Rankin, Copiah, Simpson, & Madison).**

Through this Request for Proposals (RFP), the City seeks non-profit applications that will:

- Provide housing and related supportive services to low-income individuals living with HIV/AIDS;
- Increase access to stable permanent housing opportunities that includes housing funded through the HOPWA program as well as access to other low income housing options available throughout the City of Jackson;
- Prevent and end homelessness throughout the City of Jackson through program activities and by working in collaboration with the City of Jackson's efforts including, yet not limited to, HUD's Continuum of Care programs;
- Provide housing with related supportive services including case management and improved access and usage of HIV/AIDS treatment and other health care services;
- Assess each program participant's housing needs, prepare a housing plan, and work with the individual to achieve the plan;
- Encourage the self-sufficiency and stability of participants by securing eligible mainstream resources and other services that bolster independence, as well as employment for participants when feasible (Mainstream programs may include Food Stamps, TANF, Ryan White Programs, SSI Benefits, and similar federal and state programs);
- Address priorities identified in the Consolidated Plan for FY 2015;

- Coordinate activities with other public and private agencies serving persons with HIV/AIDS, including the Ryan White program;
- Provide confidentiality for program participants; and
- Provide services based on identified and documented need.

### ***CRITERIA FOR HOPWA-FUNDED PROJECTS***

Although the **feasibility** of a HOPWA-funded project relies on many factors, the **eligibility** of a project depends on compliance with basic criteria and the provision of adequate information to properly evaluate a proposed project. These are prerequisites for consideration for funding and are explained in more detail later in this section or in Section II.

1. The applicant must be a HOPWA eligible project sponsor, a nonprofit organization that meets the prequalification criteria listed in Section II and that includes provision of services and housing to persons with HIV/AIDS as one of its primary purposes.
2. The proposed projects must include **only** HOPWA-eligible activities outlined in this RFP as defined at [24 CFR 574](#). The City will not fund additional activities.
3. The projects may serve only HOPWA eligible program participants, who are low-income individuals diagnosed with acquired immunodeficiency syndrome or related diseases (HIV/AIDS) and the person's family members.
4. Projects must serve the City of Jackson MSA.
5. Projects must address the goals of the program described above including support the City's Consolidated Plan, and meet community needs.
6. Under this RFP, no applicant may apply for program funds to pay for the rehabilitation, acquisition, or new construction of housing facilities as described at [24 CFR 574](#).
7. Local, state, and federal guidelines for all program activities and grant administration must be followed.
8. Applicants must comply with all HOPWA regulations ([24 CFR 574](#)), notices, and guidebooks in delivering all program activities.

### ***HOPWA-ELIGIBLE PROGRAM PARTICIPANTS***

Applicants under the program must ensure only eligible clients and their families benefit from program services.

- **Eligible Person** means a person with acquired immunodeficiency (AIDS) syndrome or related diseases (HIV/AIDS) who is a low-income individual, as defined by HUD, and the person's family. Documentation of the person's diagnosis of HIV/AIDS must be submitted per City guidelines.
- **Low Income** means persons or households with incomes at or below 80% of the Area Median Income ([24 CFR 574](#)). (Note: [The income limits for the City of Jackson](#))
- **Family** means a household composed of two or more related persons. The term family also includes one or more eligible persons living with another person or persons who are determined to be important to their 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 HIV/AIDS at the time of his or her death ([24 CFR 574](#)).

An agency will be required to document the HIV/AIDS diagnosis and income of project participants to ensure program eligibility. Note, that although an individual may be eligible for

services, the HOPWA program is a needs-based program, thus services may not be available to all individuals if need is not documented. Services are also subject to availability of funding.

### ***HOPWA ELIGIBLE ACTIVITIES***

There are a number of HOPWA-eligible activities to help meet the housing needs of low-income persons with HIV/AIDS and their families. Not all HOPWA eligible activities are currently allowable under the City of Jackson's program. Refer to the HOPWA regulations ([24 CFR 574](#)) for complete information on HOPWA eligible activities.

The goals of the COJ HOPWA Program are to help low-income clients and their families establish or maintain affordable and stable housing, reduce risk of homelessness, and improve access to health care and supportive services.

COJ authorizes the following program activities:

1. Short-Term Rent, Mortgage, and Utility (STRMU): Assistance payments to prevent the homelessness of a tenant or mortgagor for costs accruing over a period of no more than 21 weeks during any 52 weeks period. STRMU is suitable for persons who experience episodic problems with paying rent, mortgage, and necessary utility costs. However, the City expects the assistance to be reasonable and to be used in emergency or crisis situations in order to prevent homelessness.
2. Facility-Based Housing Assistance/Master Leasing – allow project sponsors to directly lease individual units, blocks of units, or an entire structure from a private owner. The project sponsor signs the lease directly with the landlord/owner and pays the total monthly rent for all units, fills the units through subleases or occupancy agreements with HOPWA-eligible households, and collects subtenant rental payments.
3. Rental Assistance: includes Tenant-Based Rental Assistance (TBRA), TBRA-funding provided to an eligible family and the family selects a housing unit of his or her choice. If the family moves out of the unit, the contract with the owner ends and the client can move with continued assistance to another unit. TBRA does allow for a shared housing arrangement. In a shared housing arrangement, the rent charged for an assisted family or individual shall be in relation to the size of the private space for that assisted family or individual in comparison to other private space in the shared unit, excluding common space.
4. Short-term Supported Housing: provides funding for temporary shelters which may include emergency transitional shelters or hotel. Housing assistance may provide residence to any eligible person for up to 60 days during any 6-month period. (The 60 days do not have to be consecutive) The City expects the housing conditions to be safe and sanitary and the rents reasonable for the type of housing provided. The City of Jackson will only allow STSH to pay 30 days

during a six-month period for any client, only if an emergency shelter is not available, must be documented by Case Manager, and must have a housing plan.

5. Supportive Services: including, but not limited to, health, education, mental health, assessment, 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.
6. Resource Identification: For project sponsors to pay CoC dues, establish, coordinate and develop housing assistance resources for HOPWA eligible persons with other non-HOPWA housing providers.
7. Administrative Costs: Project Sponsors may use not more than 7 percent of their allocated amount for administrative costs. These are costs for general management, oversight, coordination, evaluation, and reporting on the HOPWA program as a whole. Such costs do not include any costs directly related to carrying out eligible HOPWA activities, since those costs are only eligible as part of the activity delivery costs of such activities.

Applicants may propose to deliver all or a portion of the eligible activities above. Applicants are encouraged to propose program activities that complement existing community programs, address unmet needs, and help in creating a continuum of housing assistance for persons living with HIV/AIDS. The City of Jackson does reserve the right to modify proposed services to ensure that program coverage is consistent in allowing for equal access.

### ***INELIGIBLE ACTIVITIES***

A number of limitations are placed on activities in the HOPWA regulations. They include but are not limited to the following:

- Funds may be used only for activities that are included in the eligible activities described above and listed as eligible for HOPWA-funding in [24 CFR 574](#). Note, costs related to the acquisition, rehabilitation, and new construction of housing, are not eligible under this RFP.
- Activities are ineligible if they do not serve low-income persons with HIV/AIDS and their family members.
- Activities are ineligible if they do not serve persons living in the City of Jackson MSA.
- Short-term rent, mortgage, and utility assistance to prevent homelessness may not be used to make deposits and pay first month's rent and utilities for homeless persons. (However, Permanent Housing Placement funds may be used for these costs not to exceed two months' rent.)
- Short-term rent, mortgage, and utility assistance may not be provided for costs accruing for a period of more than 21 weeks in any 52-week period.
- A short-term supported housing facility may not provide residence to any individual for more than 60 days during any six-month period.

- HOPWA funds may not be used to pay long-term rental assistance for housing units that do not meet local housing codes / quality standards.
- HOPWA funds may not be used to provide rental or utility assistance that exceed HUD's Fair Market Rent guidelines.
- HOPWA funds may not be used to pay rents that are not comparable for similar or like housing units in the local market (i.e., rents may not exceed HUD's Fair Market Rents for the area). HOPWA funds may be used to pay only reasonable, customary deposits and may not be used to pay extraordinary deposits or fees required by owners because the population is viewed as one with special needs.
- HOPWA funds may not be awarded to a primarily religious organization unless the organization agrees to provide all services free from religious influences and in accordance with principles spelled out at [24 CFR 574.30 \( c \) \( 1 \)](#).

### ***OTHER REQUIREMENTS AFFECTING ALL PROJECTS***

The following requirements apply to HOPWA-funded projects.

- 1. Fees for Services** Per [24 CFR 574.430](#), the project sponsor may charge no fee, except rent, of any eligible person for any housing or services provided with amounts from a HOPWA-funded grant.
- 2. Disbursement of Funds** Grant funds are not awarded in one lump sum. They are paid on a monthly basis to agencies on a reimbursement basis for eligible costs incurred. Agencies awarded HOPWA funds are expected to have adequate cash flow to pay project costs and then request reimbursement from the City. No funds will be used to reimburse costs incurred before the beginning of the grant cycle as specified in the grant agreement. No costs shall be incurred without the permission of the City before the execution of the contract between the City of Jackson and the applicant.
- 3. Local Administrative Requirements** Agencies will operate under the City of Jackson's HOPWA contract and must comply with the local administrative requirements outlined in the contract.
- 4. Federal Administrative Requirements** Agencies must comply with federal administrative requirements. All agencies awarded HOPWA grants will be required to comply with a variety of requirements governing their use of federal funds. These include but are not limited to:
  - HOPWA Regulations [24 CFR 574](#), HUD notices, and other guidance
  - Standards for Financial Management ([OMB Circular A-110](#))
  - Cost Principles and Allowable Costs ([OMB Circular A-122](#))
  - Federal Audit Standards ([OMB Circular A-133](#))
  - Conflict of Interest ([OMB Circular A-110](#) and [24 CFR 574.440](#))
  - Procurement Principles ([OMB Circular A-110](#))

Additionally, agencies awarded HOPWA grants will be required to open their books to a representative of the City of Jackson to evaluate their financial management systems. City of Jackson staff will monitor each program to ensure compliance with the terms of the funding agreement between the City and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

- 5. Allocation of Costs** Costs of activities / projects funded by several sources must be allocated appropriately. When an agency receives funding from several sources for the same activity or

project, the costs must be allocated among the sources in an acceptable manner. The City of Jackson must approve the allocation plan.

6. **Liability Insurance** Liability insurance is required for all HOPWA grants. All agencies awarded grants will be required to obtain the following liability coverage:
  - General liability insurance in the amount of One Million Dollars (\$1,000,000.00)
  - Automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00)
  - Worker's Compensation insurance for agencies with five (5) or more employees.
7. **Handicapped Accessibility** All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).
8. **Nondiscrimination** All agencies must ensure nondiscrimination. This applies to employment and contracting as well as to marketing and selection of program participants. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disability includes persons living with HIV/AIDS.
9. **Formal Termination Policy** Agencies awarded funds must develop a formal Termination policy that clearly describes a process by which clients' services may be terminated if program requirements are violated.
10. **Supportive Assistance** Agencies awarded funds must assure that persons with HIV/AIDS are given assistance in obtaining appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must ensure that the persons with HIV/AIDS are assisted in obtaining other federal, state, local and private assistance available for such persons. This will include individually assisting clients to identify, apply for and obtain benefits under each of the following mainstream health and social services programs for which they are eligible: Ryan White Programs, TANF, Medicaid, SCHIP, SSI, Food Stamps, Workforce Investment Act, and Veterans Health Care Programs.
11. **Confidentiality** Agencies awarded funds must ensure the confidentiality of personal information of any individual assisted by HOPWA funds through this program per [24 CFR 574.625](#).
12. **Other Federal Regulations** Agencies awarded funds must agree to comply with all applicable federal regulations. All agencies awarded funding will be required to comply with the regulations listed in this RFP and the grant agreement. Please review this carefully. Exceptions are not made.
13. **Participation in HIV/AIDS Consortium** Each agency awarded HOPWA funds will be required to work in collaboration and partnership with other HIV/AIDS housing organizations, and other partners to establish and maintain a housing continuum in the City of Jackson. Such collaboration may include participation in a local HIV/AIDS housing consortium.
14. **Participation in Approved Client-Level Data Collection Database** Each agency awarded HOPWA funds will be required to regularly submit information through the use of an approved data management system (HMIS). Efforts made to ensure high-quality data collection in an approved data systems, furthers the City of Jackson's intention to use current data as a tool in planning and administering the program.

## THRESHOLD REQUIREMENTS

1. Applications submitted by a non-entitlement local unit of government must include a copy of the Resolution authorizing submission of their application. The Resolution must be adopted by the local unit of government and must be signed and dated by the local unit of government's Chief Elected Official.
2. Applicants **must not have any unresolved audit or monitoring findings associated with the ESG, CDBG, HOME, or HOPWA programs.**
3. Applicants must disclose any loan or grant received from COJ for which COJ has issued a letter of **findings associated with use of a COJ** operated program. Applicants must provide evidence that findings have been resolved. COJ may disqualify the applicant from consideration in funding based on this information. Findings may include, but is not limited to, failing to submit required reports.
4. Any application that has been prepared by an application preparer that is involved in a pending debarment or suspension proceeding before a state or federal agent **shall not** be reviewed until such time as the debarment proceeding has been finally resolved. No person who is involved in a suspension or debarment proceeding shall be allowed to administer a HOPWA project until such time as the suspension or debarment process finding is resolved.
5. **A complete application consists of all documents and signed certification form.** Failure to attach any of the below documents and signed certification form will result in your application not being reviewed by the rating committee and ineligible for funding:
  - Completed Application
  - Bylaws and/or Constitution
  - Articles of Incorporation (AOI) (*AOI are the documents recognized by the State as formally establishing a private corporation, business or agency*)
  - Current list of Board of Directors (names, addresses, telephone number)  
*A list of the current board of directors or other governing body of the agency must be submitted. The list must identify the principal officers of the governing body, name, professional contact information for board purposes including telephone number, address, and occupation or affiliation of each member.*
  - A copy of most recent Board approved Budget
  - A copy of minutes must include grant submittal approval
  - Job descriptions and resumes for staff involved in the proposed activity  
(Directors, Fiscal Officer, Project Manager, etc.)
  - Organizational Chart of Agency Board & Staff  
*An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the project fits into the organizational structure, and identifies any staff positions for administration of the project.*
  - Local Government Certification/Support Letter (if Applicable)
  - Purchase or Lease Agreement for Building (If Applicable)
  - Evidence of Financial Accountability (recent copy of financial audit)

*Attach a copy of your latest audit or financial review if one was completed. (Include only one copy.)*

- Policy and Operational Procedures Manual (**DO NOT SUBMIT WITH PACKAGE- IF APPROVED YOU WILL BE REQUIRED TO SUBMIT MANUAL LATER**)  
Policies and procedures go hand-in-hand to clarify what your organization wants to do and how to do it. Policies are clear, simple statements of how your organization intends to conduct its services, actions or business. Procedures describe how each policy will be put into action in your organization. Each procedure should outline:
  - Who will do what
  - What steps they need to take
  - Which forms or documents to use.Procedures might just be a few bullet points or instructions. Sometimes they work well as forms, checklists, instructions or flowcharts.
- Evidence of non-profit status (501(c)3 Status from U.S. I.R.S., Mississippi Secretary of State Non-profit in Good Standing) *Non-profit organizations must submit tax-exemption determination letter from the Federal Internal Revenue Service*

## APPLICATION INSTRUCTIONS

1. Complete the entire application, if a section does not apply to your agency, put “N/A”
2. Do not forget your mission statement
3. Utilize HOPWA HUD regulations set forth in 24 CFR Part 574 to complete your application.
4. Use the Threshold requirement checklist to ensure all documents are included with the application.

### 5. SECTION I:

**1.1** - Be brief, precise and to the point when describing what your agency will be doing with the proposed funding. Describe the activity to be undertaken including what services are to be performed, where they are to be provided, for whom they are to be provided and how many citizens will benefit from the proposed project/service.

**1.2** - Describe your program’s proposed *Outcome(s)*. Outcomes must be Specific, Measurable, Attainable, Relevant and Time-Bound, and should have an impact beyond completing activities. b. *The Indicators* you will use during the year to monitor progress toward the outcomes; and c. *The Strategies*, or specific action steps and activities, you plan to use to achieve your outcomes. This section must also include your Program Implementation Plan which includes: Specific recruitment of HIV+ clients and marketing of program to potential clients/referral sources; how you will determine and document client eligibility; how you will decide which clients get assistance from your HOPWA funding The timeframe in which services can be completed (such as, how quickly deposit checks are written, how quickly eligible clients will be able to access substance abuse treatment, etc.)

**1.3 – Linkage to Care:** Please describe how you will determine if clients are linked to medical care and how you will assist clients who are not in HIV medical care. Linkage to care is essential to a holistic approach to HIV.

**1.4 – Demonstration of Need:** Describe the conditions that apply in your community that makes your project necessary. How would your services to eligible clients be impacted if you were not awarded HOPWA funding?

**1.5 – Collaboration:** Specify the agencies, organizations or individuals that will have a role in or be affected by the service you propose. Describe the specific function each will perform, and the nature of the commitment each makes, to ensure that your project will be carried out most effectively.

### SECTION II:

**2.1 Organizational Capacity** -Describe your agency’s ability to implement the program you propose in terms of the agency’s history, staffing, position in the community,

knowledge base and training of staff on HIV-specific topics, ability to identify and specifically serve HIV+ clients, and to advocate on behalf of people living with HIV. Also describe how successful you have previously been in providing housing services to people living with HIV. What were your proposed outcomes? What were your actual results? What was your impact?

**2.2 Geographic Region, Population, # of unduplicated clients** - Specify which counties or communities your project will serve; If your project will assist a specific segment of the population, please provide descriptive information; and indicate how many unduplicated clients the project will serve. (Include and specify numbers of those who are *infected* and *affected*, family members, or others as appropriate, both in total and broken out per service).

**2.3 Outcomes** - For *previously funded agencies* – Please summarize your outcomes from FY2019 HOPWA program, including challenges and barriers, resolutions of those challenges, lessons learned, and how this will impact your program in FY2020. For *Non-Funded Agencies* – Please summarize your agency outcomes from a program in FY18, including challenges and barriers, resolution of those challenges, lessons learned, and how this impacted your program going forward.

**2.4 Evaluation** - Describe how your agency will measure the project's effectiveness amongst the clients you serve. Please be specific: Who will conduct your evaluation? What kind of documentation will you provide to demonstrate the project's effectiveness? How will this information be used?

**Complete the Capacity & Experience Form (include resumes for each individual listed)**

- **Complete the HOPWA Proposed Grant Budget** - Complete budget forms accurately. If funding is being requested for only one program as part of your larger organization, provide programmatic and budget information pertaining to the program requested as well as the agency's overall approved budget.

When reporting beneficiaries, do not double count individuals. Further, if your agency provides a program that clients must successfully complete, report only beneficiaries who completed the program.

- **Sign the Certification Form**

## APPLICATION SELECTION PROCESS

### ***PREQUALIFICATION CRITERIA***

Applicants must meet all prequalification criteria before applying for HOPWA funds. If your agency (or sponsoring partner) cannot provide documentation that meets all of these criteria at the time of application submission, your application will not be considered for funding. Applicants should not apply for funding if they fail to meet any of the below criteria.

<b>Requirement</b>
1. Applicant must have had 501(c)(3) non-profit status at least 2 full years or have 2 full years of operating experience under another non-profit entity which meets this criteria.
2. Applicant has a defined focus to provide services and housing to low-income persons living with HIV/AIDS.
3. Applicant must be registered and licensed to do business in the State of Mississippi at the time of application.
4. Applicant must have at least 2 full years of experience in an area <i>related</i> to HIV/AIDS and/or housing, or be partnered with a non-profit that has such experience. Applicant must be able to implement HIV/AIDS housing assistance within 30 days of award.
5. Applicant (or sponsoring agency, if applicable) must have an audit/audited financial statement which covers at least 2 years of operation, prepared by a qualified accountant or service. If agency has annual income that exceeds \$750,000.00, applicant must have conducted an annual independent audit, which must be submitted with application. Audit must be no older than 12 months prior to application. Note: Agencies awarded HOPWA funds are expected to have adequate cash flow to pay project costs and then request reimbursement from the City.
6. Applicant must have written financial management procedures that include policies/procedures for (a) managing and tracking cash receipts/disbursements, (b) budgeting, (c) purchasing or procurement, and (d) program income.

### ***APPLICATION REVIEW AND SELECTION PROCESS***

1. Eligibility Prescreening Review  
COJ will review applications to determine if all required documentation is included in the application packet. Failure to submit all required documentation by the deadline will result in elimination from consideration of funding.
2. Deficiencies  
Applications that meet the prescreening eligibility requirements will be reviewed for completeness. Applicants may be contacted for clarification of the information presented in the application.
3. Ranking of Applications  
Applications will be evaluated and scored based on the Grant Review Scoring Guide.

- The City reserves the right to reduce the amount of any proposal selected for funding. The applicant will be notified in writing should the full amount of their proposal not be funded. If the applicant does not agree to accept the lower award, the proposal will be rejected and the next highest applicant will be awarded funds.
- All awards are subject to further contract negotiations and availability of funds. As necessary, the Development Assistance Division will subsequently request in writing, conditionally funded applicant to submit additional project information. This information may include documentation showing firm financial commitment for cash match, and/or other information to confirm, clarify, or revise information in the application.
- Applications may be downloaded electronically via the City of Jackson website at [www.jacksonms.gov](http://www.jacksonms.gov).
- **The City of Jackson reserves the right to cancel, in whole or in part, this application process at any time without notification.**
- **Under no circumstances will the applicant be reimbursed for any costs incurred prior to the signing of the contract agreement.**

Site visits will be conducted to verify information submitted in the application. A site visit does not imply or denote that an applicant will be funded.

## SELECTION PROCESS

The funds will be awarded based on the final points of the Grant Review Scoring Guide. COJ reserves the right to adjust the amount awarded, based on the amount of funds available, and based on the demand created by the applications submitted. COJ will mail all applicants a letter with the funding decision. Proposed outputs and outcomes will be incorporated into contracts as performance outcome measurements for applicants selected as sub-recipients.

- Organizations with unresolved monitoring findings or issues with the City of Jackson or the Department of Housing and Urban Development cannot apply.

The City of Jackson may consider a project to be of poor quality if:

1. The type and scale of the housing and services proposed clearly do not fit the needs of the proposed participants (e.g., the application proposes to house homeless families with children in the same space as homeless persons with mental illness or alcohol and drug problems, or proposes to separate members of the same family without an acceptable rationale).
2. The application does not show how the project will help participants to access permanent housing, achieve housing stability and obtain needed medical care and supportive services.
3. The application does not show the role of case management and other services, including the development of comprehensive service/housing plans, to ensure housing stability and access to care.

4. The application does not show how the project will protect the confidentiality of the clients.
5. The project is not cost-effective in the Grant Review Committee's opinion and all costs are not reasonable, but deviate substantially from the norm in Jackson, Mississippi.
6. The application shows no evidence of collaboration with other existing programs and services for persons with HIV/AIDS.
7. The housing proposed does not meet local housing codes and quality standards.
8. The agency does not have a demonstrated record of collaborating with other local planning efforts addressing homelessness, HIV/AIDS, or healthcare.
9. The application does not describe how the agency will assist clients through enrollment process in mainstream programs for which they are eligible.

### ***GRANT AWARD AND IMPLEMENTATION PROCESS***

As soon as projects are approved, the City of Jackson will contact agencies by letter to announce the awards and to begin negotiation of the funding agreements. If agency awards are less than original requests, the agency will be asked to provide a revised scope of services, revised budget and measurable goals for the contract. The City of Jackson will make its best efforts to complete corrections, reviews, and contract execution so that project funding will be effective October 1<sup>st</sup>.

### **GRANT SUBMISSION**

**All applications must be submitted electronically.**

All proposals submitted by the deadline will be reviewed by City of Jackson staff for technical completeness and adherence to the requirements outlined in this RFP. The Office of Housing and Community Development may request information to correct technical deficiencies, which do not include budgets or other information that will improve the quality of the application. However, applications will be rejected if:

- The applicant submitted the application after the application deadline;
- The applicant fails to submit all requirements of the application, so much so, that requests for corrections would give an unfair advantage over other applicants; and/or
- The applicant fails to meet all the pre-qualification criteria.

All Applicants will be notified by letter of their award status.

### ***QUESTIONS***

Inquiries regarding this Request for Proposals should be sent to [lcaldwell@city.jackson.ms.us](mailto:lcaldwell@city.jackson.ms.us).