

Department of Health (DOH)
HIV/AIDS, Hepatitis, STD and Tuberculosis Administration (HAHSTA)
Housing Services for People Living with HIV
RFA# HAHSTA_ FBHP070615
Frequently Asked Questions

1. Q. Page 11 and the third bullet of the RFA describes a “Night by Night” method for tracking emergency shelter utilization. Is this a requirement?
The Bed night method of calculation is an option, but, it is not a requirement.
2. Q. What is the referral mechanism for clients going into transitional housing?
A. *There are two (2) mechanisms for making referrals. The Facility-Based Emergency Housing applicants will be referred by The Community Partnership, TCP. The Facility-Based Transitional Housing applicants will be referred by Housing Counseling Services, HCS, after additional assessment from HAHSTA for eligibility for the Employment Demonstration Project.*
3. Q. Can the providers maintain the eligibility requirements for their program?
A. *Yes. However, there will be fewer providers and the narrower your criteria; you limit your capacity to reach the largest number of participants.*
4. Q. Are the clients referred to the provider by HAHSTA the only clients that are billable?
A. *The clients referred by HAHSTA to the Facility Based Transitional Housing Program are the only clients billable to the HAHSTA/HOPWA program. Clients referred to Facility based Emergency Housing by the Community Partnership are also billable to HAHSTA/HOPWA.*
5. Q: What is Project Sponsor Administration?
A. *Project Sponsor Administration is “the cost of general management, oversight, coordination, evaluation and reporting,” and not exceed 7% of the total grant.*
6. Q. There are 60 day emergency and 12 month transitional programs. How can we provide 90 day housing plans for emergency housing?
A. *The 90 day housing plans are required of the Facility based Transitional Programs.*
7. Q. Will the applicant grantee or referral agency use the SPDAT assessment tool to match clients to the appropriate intervention?
A. *The Service Prioritization Decision Assistant Tool, SPDAT, will not be the determining instrument used in matching clients in the new design of HOPWA.*
8. Q. How much facility space is required?
A. *There are no space requirements for the facility other than the sleeping areas which must comply with Housing Quality Standards.*

9. Q. Will the facilities require inspection?
 A. *Yes. All facilities must have a passed Housing Quality Standard Inspection report in order to qualify to receive HOPWA funds.*
10. Q. What is the first year of the award?
 A. *The grant year that responds to RFA# HAHSTA_070615 begins October 1, 2015 and ends September 30, 2016.*
11. Q. With new focus on employment will SSDI qualify?
 A. *The goal of the new design is obtaining housing sufficiency. This can be obtained through a combination of income sources that **does not exclude SSDI**.*
12. Q. Project Sponsor Administration is indicated in Attachment C and Attachment J. Should it be removed?
 A. *No. Project Sponsor Administration is an allowable cost.*
13. Q. Should the application be formatted in accordance with Page 26 under Scoring Criteria?
 A. *For the best flow of the application, it is suggested that the format follow the scoring areas listed under the Scoring Criteria section on page 26.*
14. Q. Must the Navigator position be contractual or fulltime?
 A. *Submit the required staffing plan based on the design of your program.*
15. Q. In Section III describing the application content, part 10. Organizational Capacity requests information on clients served & outcomes achieved (p.21). Then part 11. Program Plan, asks for the same information again. Is this duplication intentional?
 A. *The instruction in Section III, part 10 of the RFA requests past and current data; referring to outcomes and current or previous resources and how they were used. Part 11 requests targets proposed; referring to plans to develop and the anticipated impact of services proposed.*
16. Q. In Section IX Grant Administration Requirements, renamed Section X, number 14 Information Systems mentions the use of CAREware – is this a possible requirement, or will HMIS be the only required data system?
 A. *CAREware is not a reporting system for HOPWA funds. The Homeless Management Information System (HMIS) will be the reporting mechanism for client level data for HOPWA in addition to other required reporting.*
- Q. Paragraph 3 of the RFA states that eligibility is limited to not-for-profit providers operating as housing programs. Is a not-for-profit who doesn't specifically operate housing programs, but have a residential house in Washington DC eligible to apply?
 A. *A not-for-profit that can meet the criteria in the RFA is eligible to apply.*
17. Q. Must our organization be specifically registered or be incorporated in DC?
 A. *The organization is required to have a Washington DC Business License and can be incorporated in any state.*