U.S. Department of Housing and Urban Development

Community Planning and Development

Violence Against Women Act (VAWA) and Housing Opportunities for Persons With AIDS (HOPWA) Project Demonstration
FR-5900-N-11

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Date: 8/11/15

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Date: 8.11.2015

Violence Against Women Act (VAWA) and Housing Opportunities for Persons With AIDS (HOPWA) Project Demonstration

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U.S. Department of Housing and Urban Development

Program Office:	Community Planning and Development
Funding Opportunity Title:	Violence Against Women Act (VAWA) and Housing Opportunities for Persons With AIDS (HOPWA) Project Demonstration
Announcement Type:	Initial
Funding Opportunity Number:	FR-5900-N-11
Primary CFDA Number:	14.241
Due Date for Applications:	**10/23/2015**

The VAWA/HOPWA Project Demonstration is a collaborative effort between the U.S. Department of Housing and Urban Development's Office of HIV/AIDS Housing (OHH) and the U.S. Department of Justice's Office on Violence Against Women (OVW). Through the VAWA/HOPWA Demonstration, OHH and OVW intend to learn about obstacles and promising practices for system alignment, service coordination, and intervention design, and also potentially use those lessons as a model for future interagency collaboration and to improve existing programs. Successful applicants under this NOFA will carry out innovative projects that will work to improve cross-agency planning, resource utilization, and service integration among HIV/AIDS housing providers and sexual assault, domestic violence, dating violence, and stalking service providers.

Selected applicants will provide housing assistance and supportive services to low-income persons living with HIV/AIDS who are homeless, or in need of transitional housing or other housing assistance, as a result of sexual assault, domestic violence, dating violence, or stalking; and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient. Each successful applicant under this demonstration will receive two separate one-time only, non-renewable grants from HUD: (1) a HOPWA grant, and (2) a Transitional Housing Assistance Program grant. The HOPWA grant will be used to fund housing assistance for program beneficiaries, coordination and planning activities, and grant management and administration of the HOPWA award. The Transitional Housing Assistance Program grant will be used to pay for supportive services for program beneficiaries and for grant management and administration of the Transitional Housing Assistance Program award.

FOR FURTHER INFORMATION CONTACT: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII. Please direct questions regarding the FY 2015 General Section to the Office of Strategic Planning and Management, Grants Management Division, at (202) 708-0667 (this is not a toll-free number). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Relay Service at 1-800-877-8339.

Additional Overview Information

1. Incorporation of the General Section. HUD publishes a General Section each fiscal year that contains mandatory requirements for all applicants to HUD's various competitive grant programs, including this NOFA. Applications must meet all of the requirements of the General Section in addition to the requirements of this NOFA to be considered and potentially receive funding. The full title of the General Section is the General Section to the Fiscal Year 2015 NOFAs for Discretionary Programs. Copies are available at Grants.gov or HUD's Funds Available page, http: //portal.hud.gov /hudportal /HUD?src= /program_offices /administration /grants /fundsavail.

2. OMB Approval Number(s): 2506-0133, 1122-0020

I. Funding Opportunity Description.

A. Program Description.

1. Purpose.

On March 30, 2012, President Obama issued a Memorandum that established a Federal Interagency Working Group (Working Group) to explore the intersection of HIV/AIDS, violence against women and girls, and gender-related health disparities. The Working Group prioritized addressing intimate partner violence (IPV) because of its high overall prevalence among women and girls, especially among women living with HIV. Studies indicate that over half (55 percent) of U.S. women living with HIV have experienced IPV, considerably higher than the national prevalence among women overall (36 percent). Among women living with HIV/AIDS, trauma, abuse and violence are associated with less use of antiretroviral medication, decreased medication adherence, and increased risk of death.

While multiple factors contribute to violence and HIV risk among women and girls, the Working Group highlighted the lack of stable, affordable housing as particularly crucial. Women living with HIV/AIDS and experiencing violence are often dependent on an abusive partner for resources, including housing. These barriers often prevent women from attaining the economic independence needed to escape their abusers. Studies show that women who experience IPV are four times more likely to report housing instability than women without histories of abuse by an intimate partner[1].

The Working Group recommended enhancing Federal efforts to address HIV and IPV among homeless and marginally housed women and girls. In response to this recommendation, the U.S. Department of Justice's Office on Violence Against Women (OVW) and U.S. Department of Housing and Urban Development's Office of HIV/AIDS Housing (OHH) collaborated to identify available resources to competitively award grant funding aimed at addressing the housing and supportive service needs of low-income persons living with HIV/AIDS who are victims of sexual assault, domestic violence, dating violence, or stalking. Although the Working Group focused on women and girls, the VAWA/HOPWA Project Demonstration will cover all victims regardless of sex, gender identity, sexual orientation, familial status, marital status, race, color, religion, national origin, disability, or age.

Grants funded under this demonstration will implement one of the Working Group's recommendations: to enhance federal efforts to address HIV and intimate partner violence (IPV) among homeless and marginally housed women and girls. The grants provided under this demonstration will also further the goals and objectives of the National HIV/AIDS Strategy, which calls for enhanced collaboration at the Federal, State and community level, among diverse agencies and partners to maximize efficient use of resources to achieve its goals. The activities funded under this NOFA will support the goals of the National HIV/AIDS Strategy – to reduce HIV infection; to increase access to care and improve health outcomes for persons living with HIV/AIDS; and to reduce HIV-related disparities.

Section 470 of the Housing and Urban-Rural Recovery Act of 1983 (42 U.S.C. 3542) provides that HUD may not begin a demonstration program not explicitly authorized by statute until a description of the demonstration program is published in the Federal Register and a 60-day period expires following the date of publication, during which time HUD solicits public comment and considers the comments submitted. To comply with this requirement, HUD published a *Notice of Intent To Conduct a Violence Against Women Act (VAWA) and Housing Opportunities for Persons With AIDS (HOPWA) Project Demonstration* in the Federal Register on March 13, 2015. HUD received a total of eleven public comments, the vast majority of which expressed overall support for the VAWA/HOPWA Project Demonstration.

This NOFA announces the availability of funding under the authority for HOPWA Special Projects of National Significance at Section 854(c)(3) of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12903(c)(3)) and the U.S. Department of Justice's Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking at 42 U.S.C. 13975 (Transitional Housing Assistance Program). Funding under this NOFA will be made available to States, units of local government, and nonprofit organizations that meet the definition of a nonprofit organization under **both** the HOPWA program and the Transitional Housing Assistance Program. Successful applicants will carry out projects that provide housing assistance and supportive services to low-income persons living with HIV/AIDS who are also victims of sexual assault, domestic violence, dating violence, or stalking, including any minors and dependents living with such persons.

Each successful applicant under this demonstration will receive two separate one-time only, non-renewable grants from HUD: (1) a HOPWA grant, and (2) a Transitional Housing Assistance Program grant. The HOPWA grant will be used to fund housing assistance for program beneficiaries, coordination and planning activities, and grant management and administration of the HOPWA award. The Transitional Housing Assistance Program grant will be used to pay for supportive services for program beneficiaries and for grant management and administration of the Transitional Housing Assistance Program award. Housing assistance and supportive services will be provided to persons living with HIV/AIDS who are homeless, or in need of transitional housing or other housing assistance, as a result of sexual assault,

domestic violence, dating violence, or stalking; and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient. Grantees are expected to improve cross-agency planning, resource utilization, and service integration among HIV/AIDS housing providers and sexual assault, domestic violence, dating violence, and stalking service providers in their service area.

Additionally, each grantee will develop a Housing and Services (HAS) Model to be issued at the end of the third year of operation. This HAS Model document will provide clear lessons learned and best practices for providing housing assistance and appropriate supportive services for persons living with HIV/AIDS who are victims of sexual assault, domestic violence, dating violence, or stalking. Each HAS Model will be shared with the public, and lessons learned through these grantee efforts will help inform national and community policy and actions.

Pre-Application Webcast: HUD will conduct a Pre-Application Webcast on **September 8, 2015, from 2:00-3:30 PM ET** for anyone interested in submitting an application for the VAWA/HOPWA Project Demonstration.
The webcast will cover the information contained in this NOFA. Viewing the webcast is optional. Interested applicants who do not view the webcast are still eligible to apply, and will receive equal consideration for their grant applications. More information on the webcast will be provided through the HOPWA mailing list. To sign up for the mailing list, please visit: https://www.hudexchange.info/mailinglist/.

[1] ''Addressing the Intersection of HIV/AIDS, Violence against Women and Girls and Gender-Related Health Disparities: Interagency Federal Working Group Report'' (Sept. 6, 2013), available at: https://www.whitehouse.gov/sites/default/files/docs/vaw-hiv_working_group_report_final_-_9-6--2013.pdf.

2. Changes from Previous NOFA.

N/A

3. Definitions.

a. Eligibility Requirements – Eligibility requirements are those requirements that must be met for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.
b. Threshold Requirement – Threshold requirements are a category of eligibility requirements. A threshold requirement is a requirement that must be met in order for an application to be reviewed. Threshold requirements are not curable. Threshold requirements are listed in Section III.C.2. of both the 2015 General Section and in this Program NOFA. Applicants must ensure their application package addresses all threshold requirements. Please check your application carefully!
c. Deficiency – Deficiencies are not the same as errors. Errors are never curable except as permitted under Section IV.C.2. Deficiencies are items of missing or omitted information within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box, etc.). Depending on specific criteria, deficiencies may be either curable or non-curable.
d. Curable Deficiency – A curable deficiency is a specific type of deficiency that applicants may correct with timely action. To be curable the deficiency must:
– Not be a threshold requirement;
– Not influence how an applicant is ranked or scored versus other applicants; and
– Be remedied within the time frame specified in the notice of deficiency.
e. Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline. Non-curable deficiencies are deficiencies that if corrected would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

f. Administrative Costs - Costs for general management, oversight, coordination, evaluation, and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities.

g. Dating violence - The term "dating violence" means violence committed by a person—
(1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
(i) The length of the relationship.
(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

h. Domestic violence - The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

i. Grantee - A nonprofit organization, State, or unit of local government that receives funds through grant agreements with the Federal government to carry out eligible activities under this demonstration. Grantees shall comply with all program requirements of the HOPWA program, including the HOPWA statute at 42 U.S.C. 12901-12912 and regulations at 24 CFR Part 574, and the Transitional Housing Assistance Program, including the authorizing statute at 42 U.S.C. 13975, and the definitions and grant conditions at 42 U.S.C. 13925.

j. Housing and Services (HAS) Model - Grantees will write and publish the HAS Model as an administrative cost activity. The HAS Model will include the following components: a vision or goal for the project; description of the need being met by the project; description of the program design; the client outreach and enrollment process; partnerships formed with community organizations and other housing and service providers to transition clients to self-sufficiency or other forms of housing assistance by the end of the grant period; successes and challenges of serving persons living with HIV/AIDS who are victims of sexual assault, domestic violence, dating violence, or stalking; client outcomes related to health and housing stability and, if applicable, employment and income growth. The HAS Model will be submitted to HUD 90 days after the end of the grant period and will be made available to the public via the Office of HIV/AIDS Housing web page.

k. Low income individual - Any individual or family whose incomes do not exceed 80 percent of the median income for the area, as determined by HUD.

l. Memorandum of Experience (MOE) - Any nonprofit organization applying as a grantee must submit a signed and dated document from an Authorized Representative of the applicant organization with the application that clearly documents the organization's history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

m. Memorandum of Understanding (MOU) - Any project sponsor carrying out support service activities under the Transitional Housing Assistance Program grant award must submit a document signed and dated by an Authorized Representative from both the grantee and project sponsor's organizations. The MOU must clearly document the project sponsor organization's history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

n. Nonprofit Organization (Grantee) - Nonprofit organizations eligible to receive funds as grantees under this demonstration are those that: (1) Are organized under state or local laws; (2) Have no part of net earnings inuring to the benefit of any member, founder, contributor or individual; and (3) Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated an entity that will maintain such an accounting system.

Nonprofits applying as grantees must also demonstrate that they: (4) Have among its purposes significant activities related to providing services or housing to persons with HIV/AIDS; AND (5) Have a documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

o. Nonprofit Organization (Project Sponsor) - Project sponsors under this demonstration will receive HOPWA grant funds or Transitional Housing Assistance Program grant funds under a written agreement with the grantee.

Nonprofit organizations eligible to receive HOPWA grant funds as Project Sponsors are those that: (1) Are organized under state or local laws; (2) Have no part of net earnings inuring to the benefit of any member, founder, contributor or individual; (3) Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated an entity that will maintain such an accounting system; and (4) Have among their purposes significant activities related to providing services or housing to persons with HIV/AIDS.

Nonprofit organizations eligible to receive Transitional Housing Assistance Program grant funds as project sponsors are those that: (1) Are organized under state or local laws; (2) Have no part of net earnings inuring to the benefit of any member, founder, contributor or individual; (3) Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated an entity that will maintain such an accounting system;

and (4) Have a documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

p. Project Sponsor - Any nonprofit organization or government housing agency that receives funds under a contract with the grantee to carry out eligible activities under this demonstration. Under this NOFA, eligible activities may be carried out directly by a grantee, or a grantee may choose to carry out eligible activities through a written agreement with a Project Sponsor.

q. Sexual assault - The term "sexual assault" means any non-consensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

r. Stalking - The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(1) fear for his or her safety or the safety of others; or
(2) suffer substantial emotional distress.

s. Trauma-informed - The term "trauma-informed" refers to how one thinks about and responds to those who have experienced or may be at risk for experiencing trauma. An approach that is trauma-informed reflects an understanding of the widespread impact of trauma and potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with a program, organization, or system; and responds by fully integrating knowledge about trauma into policies, procedures, and practices, while actively resisting re-traumatization. For more information, see the following publication from the Substance Abuse and Mental Health Services Administration of the U.S. Department of Health and Human Services: http://store.samhsa.gov/shin/content/SMA14-4884/SMA14-4884.pdf

t. Unit of Local Government - The term "unit of local government" means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State.

B. Authority.

Grantees must ensure that the HOPWA grant awarded under this NOFA will be used to carry out the specified eligible activities under the HOPWA program. All HOPWA funds must be spent in accordance with the authorizing HOPWA statute (42 U.S.C. 12901 et seq.) and program regulations at 24 CFR part 574. Grantees must also ensure that Transitional Housing Assistance Grants for supportive services will be spent in accordance with the authorizing statute of the Transitional Housing Assistance Program (42 U.S.C. 13975), the definitions and grant conditions at 42 U.S.C. 13925, and any other requirements in this NOFA.

II. Award Information.

A. Available Funds.

HUD is making available through this NOFA **$9,109,000** for Violence Against Women Act (VAWA) and Housing Opportunities for Persons With AIDS (HOPWA) Project Demonstration.

Additional funds may become available for award under this NOFA as a result of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds will be subject to statutory constraints. All awards are subject to the applicable funding restrictions described in the General Section and to those contained in this NOFA.

To fund this project demonstration, the U.S. Department of Justice's Office on Violence Against Women (OVW) and the U.S. Department of Housing and Urban Development's Office of HIV/AIDS Housing (OHH) executed an Interagency Agreement assigning HUD to administer $1,490,000 in Transitional Housing Assistance Program funds. HUD also identified available HOPWA competitive grant funding to award for Special Projects of National Significance pursuant to 42 U.S.C. 12903(c)(3). While applicants will only be required to submit one application, funding for this demonstration is available through two separate one-time only, non-renewable grants: (1) a HOPWA grant, and (2) a Transitional Housing Assistance Program grant. There is approximately $7,619,000 available in HOPWA grant funding that will be used to fund housing assistance for program beneficiaries, coordination and planning activities, and grant management and administration. The $1,490,000 in Transitional Housing Assistance grant funding will be used for supportive services for program beneficiaries and grant management and administration. The two funding streams must remain as two separate grants, each with their own corresponding requirements.

B. Number of Awards.

HUD expects to make approximately 9 awards from the funds available under this NOFA.

C. Minimum/Maximum Award Information.

In order to fairly distribute available funding, HUD is setting the following minimum and maximum amounts on grant awards:

1. **HOPWA Grant.** For eligible program activities, not including supportive services, funded through the HOPWA program: minimum $500,000 - maximum $1.1 million;

2. **Transitional Housing Assistance Program Grant.** For eligible supportive services funded through the OVW Transitional Housing Assistance Program: minimum $125,000 - maximum $200,000.

Total maximum grant amount for all categories of grant awards under this NOFA is $1.3 million. ($1.1 million from HOPWA, $200,000 from OVW Transitional Housing Assistance Program.)

Estimated Total Funding:	$9,109,000
Minimum Award Amount:	$625,000 Per Project Period
Maximum Award Amount:	$1,300,000 Per Project Period

D. Period of Performance.

Estimated Project Start Date:	02/01/2016
Estimated Project End Date:	01/31/2019

36-month project with three 12-month budget periods

E. Type of Funding Instrument.

Funding Instrument Type:	Grant

F. Supplementation.

HUD reserves the right to add time to the competitive submission period if the initial round of applicant submissions does not provide enough eligible applicants to award the funds available. Alternatively, if there are not enough eligible applicants, HUD reserves the right to adjust the funding range to accommodate a smaller number of applicants with the funds available.

III. Eligibility Information.

A. Eligible Applicants.

Eligible applicants under the NOFA include:

Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

Eligible applicants for funding under this NOFA are States, units of local government, and nonprofit organizations. Because selected applicants will receive a HOPWA grant and a Transitional Housing Assistance Program grant, eligibility under this demonstration will be limited to entities that are eligible to receive grant funding under both programs.

To be eligible as a unit of local government, the applicant must be a general purpose political subdivision of a State, such as a city, county, township, town, borough, parish, or village. All State and unit of local government applications must come from an individual who has the authority to apply for and accept grant awards on behalf of the jurisdiction. Applications received from agencies or departments within a unit of local government (e.g., the City Department of Social Services) will not be considered for funding under this NOFA. HUD will view applications coming from

agencies or departments within a unit of local government as having a curable deficiency due to the unique nature of the eligibility requirements for this demonstration.

States and units of local government applying for funding under this NOFA are expected to provide funding to project sponsors with expertise in HIV housing and services, and sexual assault, domestic violence, dating violence, or stalking services. For example, the City of Somewhere may apply as the grantee and coordinate administrative functions, but it must provide funding to project sponsors to carry out project activities. Project Sponsors could include an AIDS service organization coordinating eligible housing activities with HOPWA grant funds, and a sexual assault service provider coordinating supportive service activities with Transitional Housing Assistance Program grant funds. The applicant is expected to increase coordination among community organizations to improve cross-agency planning, resource utilization, and service integration among HIV/AIDS housing providers and domestic violence, dating violence, sexual assault, or stalking service providers.

Nonprofits applying as grantees may also utilize project sponsors with appropriate expertise to carry out project activities, but must meet the definition of a nonprofit organization under **both programs.** Nonprofit organizations include those that: (1) Are organized under state or local laws; (2) Have no part of net earnings inuring to the benefit of any member, founder, contributor or individual; (3) Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated an entity that will maintain such an accounting system. Nonprofits applying as **grantees** must also demonstrate that they: (4) Have among their purposes significant activities related to providing services or housing to persons with HIV/AIDS; **AND** (5) Have a documented history of effective work concerning sexual assault, domestic violence, dating violence, or stalking.

Nonprofit organizations applying as grantees must submit a Memorandum of Experience (MOE) documenting the organization's mission or history of effective work concerning sexual assault, domestic violence, dating violence, or stalking. An organization's history of effective work can be documented by providing a copy of the organization's mission statement that includes a focus on one of the four crimes and/or evidence that the organization has provided services to victims of sexual assault, domestic violence, dating violence, or stalking for a minimum of three years. All other applicants (i.e. States and units of local government) must submit this documentation through a Memorandum of Understanding (MOU) for each Project Sponsor carrying out supportive service activities under the Transitional Housing Assistance Program award.

HUD does not award grants to individuals. HUD will also not evaluate applications from ineligible applicants.
All applicants must have an active Data Universal Numbering System (DUNS) number (http://fedgov.dnb.com/webform) and have an active registration in the System for Award Management (SAM) (www.sam.gov) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore applicants should start this process or check their status early.
See also Section IV.B below for necessary content and form of the application.

B. Cost Sharing or Matching.

This Program does not require an applicant to leverage resources through cost sharing or matching.

Generally, federal sources are not allowed to be used as cost share or match unless otherwise permitted by a program's authorizing statute.

There is no cost sharing or matching requirement. However, some leveraging is required to receive funding under this NOFA. More information on leveraging is available at Rating Factor 4 in section V.A.

C. Other.

All applicants must also refer to Section III of the General Section for information on HUD-wide eligibility requirements. These requirements may determine whether your application is reviewed or make your application ineligible for funding.
Program specific eligibility criteria for this competition includes:

1. Statutory and Regulatory Requirements.

a. HOPWA Program. Applicants must comply with all HOPWA program requirements for eligible grant activities carried out with HOPWA funding. Under this demonstration, HOPWA funds may be used to carry out HOPWA eligible activities with the exception of the following: supportive services, acquisition, new construction, or rehabilitation of housing facilities, and assistance through short-term supported housing (emergency shelters). For more information on the HOPWA program, see the HOPWA program regulations at 24 CFR Part 574 including Subpart D (Uses of Grant Funds), and the AIDS Housing Opportunity Act (42 U.S.C. 12901-12912), which govern the program.

b. Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program. Transitional Housing Assistance Grants will be used to fund supportive services. Applicants must comply with program requirements for this funding. For more information on the Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program, see the authorizing statute of the Transitional Housing Assistance Program (42 U.S.C. 13975) and applicable definitions and grant conditions (42 U.S.C. 13925).

2. Threshold Requirements.
Only applications that meet all threshold requirements established in the General Section and Program NOFA will be evaluated. In addition to the threshold criteria outlined in the General Section, including the Resolution of Outstanding Civil Rights Matters (prior to application deadline), the following threshold requirements must be met:

a. General Threshold Requirements. Applicants must meet all threshold requirements identified in this section. HUD will review your application to determine that you are eligible for funding, as follows:

(1) Eligible Applicant. Your application is consistent with the requirements of Section III.A of this NOFA for eligibility based on applicant requirements, and the lack of any unresolved management issues for applicants with current or recent HOPWA grants and/or Transitional Housing Assistance Program grants.

Applicants must provide a Memorandum of Experience (MOE) or a Memorandum of Understanding (MOU) documenting the history of effective work concerning sexual assault, domestic violence, dating violence, or stalking for organizations providing supportive services to be considered for funding.

(2) Past Performance. Applicants must pass a threshold review based on past performance under both the HOPWA program and the Transitional Housing Assistance Program.

- **HOPWA Past Performance.** Existing HOPWA grantees or project sponsors that have shown poor performance or have unresolved grants management issues at the time of the application due date will not be considered for funding. Unresolved problems and /or poor performance may include: noncompliance with HOPWA's enabling statute and regulations; incomplete or untimely Single Audit Act Audits; HUD knowledge that activities approved under a grant agreement remain significantly delayed in their implementation; a significant number of the housing units approved under a grant agreement are vacant; untimely filing and inaccurate and/or incomplete submission of annual performance reports; unresolved monitoring findings not addressed in a HUD approved corrective action plan by the date of award; unresolved actions pending under a HUD notice of default on your current grant. In addition, applicants are not eligible for funding if any of the following applies as an actual unresolved matter:
    - Have been charged with an ongoing systemic violation of the Fair Housing Act;
    - Are a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or
    - Have received a letter of findings identifying ongoing systemic noncompliance under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or Section 109 of the Housing and Community Development Act of 1974, and the charge, lawsuit, or letter of findings has not been resolved to HUD's satisfaction.

HUD will determine if actions to resolve the charge, lawsuit, or letter of findings taken are sufficient to resolve the matter. Examples of actions that would normally be considered sufficient to resolve the matter include, but are not limited to:

- A voluntary compliance agreement signed by all parties in response to a letter of findings;

- A HUD-approved conciliation agreement signed by all parties;
- A consent order or consent decree; or
- Compliance with the terms of a final judicial ruling or a HUD Administrative Law Judge's decision.

Further concerns due to evidence of weak performance may be found if expenditures of existing HUD grants are not appropriately drawn down over a grant agreement operation period (i.e. approximately one-third a year).

- **Transitional Housing Assistance Program Past Performance.** Applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.
  - Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
  - Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
  - Adherence to all special conditions of existing grant award(s) from OVW;
  - Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
  - Completion of close-out of prior awards in a timely manner;
  - Appropriate utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award;
  - Receipt of financial clearances on all current or recent grants from OVW;
  - Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
  - Adherence to the Office of Management and Budget single-audit requirement; and
  - Timely expenditure of grant funds.

Applicants with significant past performance issues on OVW awards and/or cooperative agreements may not be considered for funding.

b. Program Requirements. Applicants must meet the following requirements:

(1) General Provisions. The General Section to the Fiscal Year 2015 NOFAs General Section for Discretionary Programs applies to the HOPWA program unless otherwise stated within this NOFA. The General Section can be found at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail/2015gensec . Additionally, applicants must refer to Section III of the General Section for information on the following eligibility requirements. Evidence of the following issues, where applicable, may make your application ineligible for funding:

- Delinquent Federal debts;
- Financial management systems meeting Federal standards;
- Debarment and/or suspension from doing business with the Federal Government;
- False statements;
- Do Not Pay review and compliance with the Improper Payments Elimination and Recovery Improvement Act of 2012;
- Standards of ethical conduct/code of conduct;
- Prohibition against lobbying activities; and
- Conflicts of interest.

(2) Victim Safety and Recovery. Grant recipients must not engage in or conduct activities that compromise victim safety or recovery. The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race,

religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Promoting policies and practices that fail to encourage ongoing safety planning with all survivors;
- Promoting policies and procedures that fail to account for the physical safety of victims;
- Sponsoring alternative dispute resolution or joint counseling as a response to sexual assault, domestic violence, dating violence, and/or stalking;
- Requiring survivors to meet restrictive conditions in order to receive services (e.g., the decision to seek a protection order or counseling is a choice that should be reserved to the victim, and should not be a precondition to services); background checks of victims; or clinical evaluations to determine eligibility for services; and
- Using technology without addressing implications for victim confidentiality, safety planning, and the need for informed consent. If applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases), they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

(3) Required Performance Goals. Grant recipients must conduct eligible HOPWA activities consistent with their planned annual performance output goals, objectively measure actual achievements against anticipated achievements, and report on their actual performance in their Annual Progress Report (APR). Applicants are required to use the HOPWA Budget Form (form HUD40110B) found in the attachments to this NOFA for recording the funds being requested with the associated performance outputs for each activity, including the request for supportive service funds under the Transitional Housing Assistance Program, and any commitments of leveraged funding to support the program. The HOPWA Budget Form is consistent with the APR, which grantees will use to report on client outcome goals for achieving housing stability (national standard of 90%), reducing risks of homelessness, and improving access to care. Additionally, grantees receiving policy priority points will be required to collect and track data pertaining to the policy priority initiatives committed to in their application. For more information on the data collection requirements of the policy priorities, please reference Rating Factor 6.

HUD expects that each grantee will show that eligible program beneficiaries achieve stable housing, have reduced risks of homelessness, and improve access to care in their program during the operating year, as shown by an assessment of the housing status for the household at the end of each operating year.

Required Outputs refer to the number of units of housing/households assisted during the year, as measured by the annual use of HOPWA funding. The application must specify yearly goals for the number of households to be provided housing and services through the use of eligible activities. See Section III.C.4.b of this NOFA for more information on eligible activities.

Required Outcomes refer to the number of eligible households that have been provided housing assistance (as noted above for outputs) and thereby maintain a stable living environment in housing that is safe, decent, and sanitary. The program will measure these results in annual assessments on the housing status of beneficiaries along with other outcome measures on the reduced risks of homelessness, and improved access to HIV/AIDS treatment and other health care and supportive services, especially domestic violence and sexual assault services. On a nationwide basis, the program is expected to demonstrate stable housing results, reduced risks of homelessness, and improved access to care results for beneficiaries.

In addition to the APR, grantees will be required to submit an annual progress report on the Transitional Housing Assistance Program grant award that will detail the number of minors, adults, and dependents assisted with supportive services as well as the types of supportive services provided. The annual progress report must also include the following information on grant-funded activities:

- the purpose and amount of housing assistance and supportive services provided to each minor, adult, or dependent, assisted and the reason for that assistance;
- the number of months each minor, adult, or dependent, received assistance under the grant.
- the number of minors, adults, and dependents who--
    - were eligible to receive assistance under the grant; and

- were not provided with assistance solely due to a lack of available housing; and
- the client population served and the number of individuals requesting services that this demonstration program was unable to serve as a result of a lack of resources.

(4) Disbursement of Funds. Grant recipients must fully expend their grant funding no later than three years following the effective date or the operation start date in the grant agreement, unless HUD approves a one-time extension for an additional 12 months or less. Extensions are highly discouraged and should only be requested and granted due to circumstances beyond the recipient's control. Grant recipients must also reimburse project sponsors for eligible incurred expenses in a reasonable and timely manner.

(5) Environmental Requirements. All HOPWA assistance is subject to the National Environmental Policy Act of 1969 (NEPA), 42 U.S.C. 4321, and applicable related federal environmental authorities. Although many eligible HOPWA activities under this NOFA, such as tenant-based rental assistance, supportive services, and administrative costs, are excluded from environmental review because of the lack of environmental impact, other activities, including project-based assistance, require environmental review. In accordance with Section 856(h) of the AIDS Housing Opportunity Act and the HOPWA regulations at 24 CFR 574.510, environmental reviews for HOPWA activities are to be completed by responsible entities (as defined in 24 CFR 58.2) in accordance with 24 CFR Part 58. Applicants or grantees that are not a responsible entity must request the unit of general local government to perform the environmental review. HOPWA grantees and project sponsors may not commit or expend any grant or non-federal funds on project activities (other than those listed in 24 CFR 58.22(f), 58.34 or 58.35(b) for which the responsible entity documents its findings of exemption or exclusion for the environmental review record (24 CFR 58.34(b) or 24 CFR 58.35(d)) until HUD has approved a "Request for Release of Funds and Certification" (RROF), form HUD-7015.15, in compliance with NEPA and 24 CFR Part 58. The recipient, its project sponsors and their contractors may not lease property for a project, or commit or expend HUD or local funds for this eligible activity, until the responsible entity (as defined in 24 CFR 58.2) has completed the environmental review procedures required by 24 CFR part 58 and the environmental certification and the RROF have been approved. HUD will not release grant funds if the recipient or any other party commits grant funds (i.e., incurs any costs or expenditures to be paid or reimbursed with such funds) before the recipient submits and HUD approves its RROF (where such submission is required). The recipient shall supply all available, relevant information necessary for the responsible entity to perform, for each property, any environmental review required.

The use of Transitional Housing Assistance funds under this NOFA is limited to administrative expenses and supportive services, which are categorically excluded from environmental review under 24 CFR 50.19(b)(3) and (12).

3. Compliance with Nondiscrimination and Related Requirements.

Requirements for HOPWA awards:

a. Section 3 of the Housing and Urban Development Act of 1968. An applicant for HOPWA funding would normally be required to agree to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and HUD's implementing regulations at 24 CFR part 135, which require recipients to ensure, to the greatest extent feasible, that training, employment, contracting, and other economic opportunities arising in connection with the expenditure of housing assistance and community development assistance will be directed toward low and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns that provide economic opportunities to low-and very low-income persons in the area in which the project is located. However, because activities carried out with housing and community development assistance that cause Section 3 requirements to apply (including construction, development, and rehabilitation) are not eligible for funding under this project demonstration, HUD does not anticipate that Section 3 will apply to the projects undertaken by successful applicants under this NOFA

b. Affirmatively Furthering Fair Housing. Section 808(e)(5) of the Fair Housing Act, imposes a duty on HUD to affirmatively further the purposes of the Fair Housing Act in its housing and urban development programs. Accordingly, HUD requires recipients of HUD funds to take affirmative steps to further fair housing. Successful applicants and project sponsors will have a duty to affirmatively further fair housing when providing housing and housing-related services for classes protected under the Fair Housing Act within the confines of the eligible beneficiaries for this demonstration. Successful applicants will be required to certify that they will affirmatively further fair housing. These applicants and project sponsors must comply with program regulations regarding affirmatively furthering fair housing. Each applicant must include a statement in the application that outlines how the applicant will

affirmatively further fair housing that is consistent with the instructions in this NOFA, the program regulations, and the applicable jurisdictions' analyses of impediments to fair housing choice. Successful applicants must affirmatively further fair housing by requiring project sponsors to (1) adopt actions and procedures and maintain records of the implementation of the actions and procedures taken to affirmatively further fair housing; (2) make information available on the existence and location of facilities and services that are accessible to persons with a disability; and (3) ensure that reasonable steps are taken to inform all eligible persons about the availability of the project so that they may apply for the housing or services provided. Affirmative marketing is required to all demographics who fit the eligibility criteria.

c. Compliance with Fair Housing and Civil Rights Laws. Successful applicants will be required to certify that they will comply with all fair housing and civil rights requirements in 24 CFR 5.105(a) within the confines of the beneficiaries of this demonstration.

d. Compliance with State and Local Antidiscrimination Laws. Applicants, and their prospective subrecipients, who are conducting programs or activities with funds received in a state or local jurisdiction that has passed a law prohibiting discrimination in housing based upon sexual orientation or gender identity, or a law prohibiting discrimination in housing based on lawful source of income, must comply with the law(s) of the state or locality in which the program activities are conducted.

Requirements for Transitional Housing Assistance Program awards:

a. **Violence Against Women Act Non-Discrimination Provision**. The Violence Against Women Act includes a civil rights provision, 42 U.S.C. 13925(b)(13), that applies to all Transitional Housing Assistance grants. This provision prohibits grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf.

b. **Civil Rights Compliance**. Grantees must comply with applicable federal civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Department of Justice (DOJ) regulation for the Equal Treatment of Faith-Based Organizations. For more information, see http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf

Requirements for both awards:

a. Improving Access to Services for Persons with Limited English Proficiency (LEP). Executive Order 13166 seeks to improve access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. Applicants obtaining federal financial assistance from HUD and DOJ shall take reasonable steps to ensure that LEP persons have meaningful access to their programs and activities. To assist recipients in meeting their obligation to serve LEP persons, HUD and DOJ have published guidance documents, which are available at http://www.lep.gov.

b. **Physical Accessibility.** Note that all meetings must be held and services provided in facilities that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, successful applicants must give priority to alternative methods of service delivery that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with HUD's implementing regulation for Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) at 24 CFR part 8 and DOJ's implementing regulation at 28 CFR part 39. In addition, all notices of and communications during all training sessions and public meetings shall be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities or provide other means of accommodation for persons with disabilities consistent with Section 504 of the Rehabilitation Act of 1973, HUD's Section 504 regulation, 24 CFR § 8.6, and DOJ's Section 504 regulation, 28 CFR § 39.160.

4. Other Requirements.

This program has eligibility criteria for beneficiaries.

a. Eligible program beneficiaries. For this demonstration project, eligible program beneficiaries are low-income persons living with HIV/AIDS who are victims of sexual assault, domestic violence, dating violence, or stalking, including any minors and dependents living with such persons. For these purposes, the term ''low-income individual'' refers to any individual or family whose incomes do not exceed 80 percent of the median income for the area (AMI), as defined by HUD.

Sexual assault, domestic violence, dating violence, and stalking are defined in the Definitions section of this NOFA in accordance with the Violence Against Women Act (42 USC § 13925(a)). Activities related to children, family violence, and elder abuse are considered out-of-scope and will not be supported through this NOFA, outside of the exceptions defined below.

- Children: Applicants may not use grant funds to provide direct services to children, including children who witness domestic violence or are survivors of child abuse, except where such services are an ancillary part of providing services to the child's parent who is a victim of sexual assault, domestic violence, dating violence or stalking, such as providing child care services while the victim receives services.
- Family Violence: Grant funds may not be used to directly address child abuse or other family violence issues such as violence perpetrated by a child against a parent, violence perpetrated by a sibling against another sibling, neglect, or exploitation.
- Elder Abuse: Grant funds may be used to provide housing assistance and supportive services for survivors of intimate partner abuse, sexual assault, dating violence, and stalking committed against an individual age 50 or older. All activities addressing elder neglect or elder caregiver abuse will be considered out-of-scope.

b. Eligible Activities. Funded projects must comply with the regulations and requirements of the HOPWA program and the Transitional Housing Assistance Program. Your application must specify the activities and budget amounts requested for both the HOPWA and Transitional Housing Assistance Program funds. The two funding streams must remain as two separate grants, each with their own corresponding requirements.

Your project activities must address the housing and supportive service needs of eligible members of the community. Your grant application must specify the types of housing assistance and supportive service activities provided.

(1) HOPWA Activities

- **Housing Assistance.** All housing assistance will be funded under the HOPWA grant, and must comply with HOPWA regulations (24 CFR part 574). Applicants must request a minimum of $500,000 for housing assistance activities. Projects must commit to providing housing assistance as a main focus of program activities. Any eligible HOPWA housing activities may be carried out under this demonstration with the exception of acquisition, new construction, or rehabilitation of housing facilities, and assistance through emergency shelters. **HUD is providing funding via this NOFA on a one-time-only basis.** It is expected that all program beneficiaries will have secured permanent housing by the end of the operating period. This includes outplacement to self-sufficiency or to permanent rental housing subsidized by HUD or other Federal, state, and local resources. Generally, a program beneficiary should not be assisted under this demonstration for more than 24 months. This period may be extended up to an additional six month period with respect to a situation where a good-faith effort has been made to acquire permanent housing for a program beneficiary, but extra time is needed to ensure long-term housing stability is achieved.

    - **Permanent Housing Placement Assistance.** Permanent housing placement authorized at 24 CFR 574.300(b)(7) may also be used in connection with the provision of housing support provided under these awards and is not considered a supportive service. Permanent housing placement involves costs associated with rental application fees, related credit checks, and reasonable utility and security deposits necessary to move persons into permanent housing, provided such rental deposits do not exceed 2 months of rent.

    - **Other HUD-Approved Activities.** Additionally, you may propose other activities not already authorized at 24 CFR 574.300(b), subject to HUD's approval. Your proposal must address the expected beneficial impact of this alternative activity in addressing housing needs of eligible persons by describing the project impact and the identified performance output and client outcome measures for this activity. Funding restrictions for acquisition, new construction, or rehabilitation of housing facilities, and assistance through emergency shelters still apply.

- **Resource Identification.** Applicants may request up to $300,000 for Resource Identification efforts to comprehensively plan, coordinate, and integrate housing and services that address the intersection between HIV and sexual assault, domestic violence, dating violence, and stalking. There are three activities for which Resource Identification funds should be used: (1) Increasing coordination among HIV housing providers and sexual assault, domestic violence, dating violence, and stalking service providers; (2) Planning and Coordination for Client Transitions; and (3) Participation in a Peer Learning Cohort.

    - **Increasing Coordination.** One of the major goals of this demonstration initiative is to improve cross-agency planning, resource utilization, and service integration among HIV/AIDS housing providers and sexual assault, domestic violence, dating violence, and stalking service providers. Grantee planning and coordination efforts should strive to create new or strengthen existing community partnerships between service systems to address the intersection of HIV and sexual assault, domestic violence, dating violence, and stalking. Applicants must provide signed commitment letters with community organizations regarding intentions to partner. These commitment letters should be submitted with the leveraged resources narrative information under Rating Factor 4. Applicants must address their planning and coordination activities under Rating Factor 3, Soundness of Approach.

    - **Planning and Coordination for Client Transitions.** As funding under this NOFA will be provided on a one-time only basis and **will not** be eligible for renewal, grant recipients must ensure the full integration of their clients into local systems of care including any continuing housing assistance and services, if needed. The Resource Identification budget line item can be used to identify and coordinate local resources to ensure the successful transition of assisted clients to permanent housing by the end of the grant operating period.

    - **Participation in a Peer Learning Cohort.** HUD plans to fund a Technical Assistance (TA) initiative that will support the grantees in their efforts to identify and document promising practices and replicable innovative qualities from the demonstration projects to share with the broader HIV/AIDS housing and sexual assault, domestic violence, dating violence, and stalking service provider networks. The TA initiative will provide a structured environment where grantees and project sponsors will have the opportunity to collaboratively problem solve, share successes and challenges, and engage in peer-learning. The TA initiative will consist of regular facilitated conference calls and may also require travel for annual group meetings in Washington, DC, and/or participation in conferences. Resource Identification can be used for staff time and reasonable travel costs related to participating in the TA initiative.

- **Administrative costs.** HOPWA regulations (24 CFR 574.310) limit administrative costs to 3 percent for grantees and 7 percent for project sponsors. These percentages are based on the total cost for all eligible HOPWA activities planned, and only apply to the HOPWA grant funds. HOPWA administrative costs cover general management, oversight, coordination, evaluation, and reporting on eligible activities. Costs directly related to carrying out eligible activities are not administrative costs, and should be included in that eligible activity's budget line item.

  HOPWA administrative funds must be used to write and publish the HAS Model. The HAS Model will document the project's design, implementation, and outcomes, and identify best practices and model qualities related to addressing the housing and supportive service needs of persons living with HIV/AIDS who are victims of sexual assault, domestic violence, dating violence, or stalking. The HAS Model will include the following components: a vision or goal for the project; description of the need addressed by the project; description of the program design; the client outreach and enrollment process; description of the activities undertaken to improve cross-agency planning, resource utilization, and service integration among HIV/AIDS housing providers and sexual assault, domestic violence, dating violence, and stalking service providers; description of the partnerships formed with community organizations and other housing and service providers to ensure transition of eligible program beneficiaries to self-sufficiency or other forms of housing assistance by the end of the grant period; successes and challenges in addressing the housing and supportive service needs of this special population; program beneficiary outcomes related to health and housing stability; victim safety and, if applicable, employment. Health outcome measures will include eligible program beneficiary CD4

count, viral load, and perceived health. This data will be provided in the aggregate. Each HAS Model will be made available to the public via the Office of HIV/AIDS Housing web page.

(2) Transitional Housing Assistance Program Activities

- **Supportive Services.** Applicants must request a minimum of $125,000, and a maximum of $200,000 for supportive services. All supportive services will be funded through Transitional Housing Assistance Program funds, and must comply with statutory requirements at 42 U.S.C. 13975 and Violence Against Women Act definitions and grant conditions at 42 U.S.C. 13925. In accordance with the Transitional Housing Assistance Program, all supportive services made available to and/or offered to eligible program beneficiaries must be voluntary. Applicants cannot require participation in services as a condition for participation in and access to housing. Additionally, eligible program beneficiaries under this demonstration may access supportive services without receiving housing assistance. Supportive services should be offered for a minimum of 6 months and maximum of 24 months. Follow-up support services (limited to advocacy, support groups, case management, and minimal financial assistance) should be provided for a minimum of 3 months after a beneficiary has secured permanent housing. Grant management and administration of the Transitional Housing Assistance Program award will be covered by the Transitional Housing Assistance Program grant. This includes annual reporting on supportive service activities undertaken and program beneficiaries served with these funds.

  Needed supportive services will vary for each program beneficiary and could include a variety of services to address needs associated with both HIV and sexual assault, domestic violence, dating violence, or stalking. Supportive services such as case management, transportation, child care services, and other services can be provided to ensure integration into the community. Projects are strongly encouraged to provide services that will increase eligible program beneficiary access to employment, such as occupational/vocational training, job retention counseling, and counseling concerning re-entry into the workforce. Integration of employment services and skill building for future employment is recognized as a HUD policy priority in Rating Factor 6.

  It is important that projects are designed to enhance eligible program beneficiary access to existing mainstream resources. Mainstream programs include: HUD's Section 8 Housing Choice Voucher Program; the Ryan White HIV/AIDS Program; Medicaid; the Children's Health Insurance Program; Temporary Assistance for Needy Families; Supplemental Nutrition Assistance Program; Mental Health Block Grant; Substance Abuse Block Grant; Workforce Investment Act; the Welfare-to-Work grant program; as well as other Federal, state, local and private sources. Grantees and project sponsors must obtain client consent documentation that identifies specific permissions for release of client information to designated agencies and providers. This will allow projects to engage in the level of information sharing needed to track and analyze client progress in individualized service plans. However, grantees must follow confidentiality requirements and must not share clients' HIV status or related information with providers without written consent of the client or with providers who do not need to know. Examples of service providers with no need to know a client's HIV status are local and faith-based organizations that provide: education; skill training; transportation; child care; and so forth. All client consent documentation must be voluntary, informed, written, and reasonably time-limited in accordance with 42 U.S.C. 13925(b)(2)(B)(ii).

IV. Application and Submission Information.

A. Obtaining an Application Package.

An electronic copy of the Application Package and Application Instructions for this NOFA can be downloaded from Grants.gov at http://www.grants.gov/applicants/apply-for-grants.html. Unless an applicant received a waiver for good cause, applications must be submitted electronically via Grants.govexcept Continuum of Care applications. The Continuum of Care application is submitted through HUD's e-snaps system.
An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. Applicants that cannot submit their applications electronically and must seek a waiver of the electronic grant submission requirements must submit a waiver request so that the request is received at least 15 days before the

application deadline. If HUD waives the requirement, your paper application must be received by HUD before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you should contact:

Office of HIV/AIDS Housing
U.S. Department of Housing and Urban Development
451 Seventh Street, SW
Room 7248
Washington, DC 20410
Email: HOPWA@hud.gov

B. Content and Form of Application Submission.

To ensure that the correct Application Package and Application Instructions are used, applicants must verify that the CFDA number and CFDA Description on the first page of the Application Package downloaded from Grants.gov, as well as the Opportunity Title, and the Funding Opportunity Number match the Program and NOFA to which they are applying. Applications will only be considered for the competition indicated in boxes 11, 12, and 13 on the SF-424 submitted in the application.

1. Content

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Application for Federal Assistance (SF424)	Applicants must include the nine digit zip code (zip code plus four digits) associated with the applicant address in box 8d of the SF424. The DUNS number used must have an active registration in SAM. Applicants should be precise when identifying the project service areas in boxes 14 and 16. If there is more than one applicant with planned activities in the same service area, the applicant with the highest score for that service area will receive the award. With limited funding for this project demonstration, HUD will not concentrate awards in overlapping geographic areas.	This is a required form.
Disclosure of Lobbying Activities (SFLLL)		This is a required form.
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report		This is a required form.

Certificate of Consistency with the Consolidated Plan (HUD2991)	Applicants must obtain a Consolidated Plan certification signed by the applicable state or local government official for submitting the appropriate plan for the areas in which activities are targeted. This form must be submitted to HUD prior to the signing of a grant agreement. The authorizing official from the state or local government must sign this certification. If your project will be carried out on a national basis or will be located on an Indian reservation or in one of the U.S. Territories of Guam, the Virgin Islands, American Samoa, or the Northern Mariana Islands, you are not required to include a Consolidated Plan certification from these areas with your application.	This is a required form.
HOPWA Budget Summary, including Applicant Certifications (HUD-40110-B)	Applicants must use this program-specific budget form (HUD40110B) that demonstrates how HOPWA funds will be used for eligible activities. The HUD40110B will provide a summary of the total budget for your project, the annual HOPWA amounts to be used in each of the three years of operation, and a detailed budget for each project sponsor. On this form, you must provide a short narrative which outlines each of your requested budget line items and how the funds will be used, including the amount of requested funding, by line item for you and your project sponsors and, as appropriate, community team members. Applicants should include outputs for supportive services, but should not include a funding amount for supportive services as they will not be funded through the HOPWA grant.	This is a required form.

Budget and Budget Narrative for Transitional Housing Assistance Program Award	Each grantee must submit a Budget and Budget Narrative for the Transitional Housing Assistance Program award. OVW's Budget Detail Worksheet, in Appendix A, should be used as a guide to assist in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information must be provided.	This is a required form.
Memorandum of Experience (MOE)	The MOE should be a single document and it should be signed and dated by the Authorized Representative of the applicant agency during the development of the application. The MOE must: 1. Clearly document the organization's history of effective work concerning sexual assault, domestic violence, dating violence, or stalking through: A. The organization's mission statement; and/or B. Demonstrated history of at least 3 years providing services for victims of sexual assault, domestic violence, dating violence, or stalking. All organizations must list and describe the types of sexual assault, domestic violence, dating violence, or stalking services they provide, and the number of years these services have been provided. 2. Clearly state the roles and responsibilities of the organization during the proposed project.	This is required for Nonprofits applying as grantees.
Memorandum of Understanding (MOU)	For purposes of this application, the MOU is a document containing a project sponsor's history of effective work concerning sexual assault, domestic violence, dating violence, or stalking and the terms of the partnership with the grantee. The MOU should be a single document and should be signed by an Authorized Representative of	This is required for all Project Sponsors carrying out supportive service activities under the Transitional Housing Assistance Program grant.

	the proposed project sponsor during the development of the application. The MOU must: 1. Clearly document the organization's history of effective work concerning sexual assault, domestic violence, dating violence, or stalking through: A. The organization's mission statement; and/or B. Demonstrated history of at least 3 years providing services for victims of sexual assault, domestic violence, dating violence, or stalking. All organizations must list and describe the types of sexual assault, domestic violence, dating violence, or stalking services they provide, and the number of years these services have been provided. 2. Clearly state the roles and responsibilities of the project sponsor during the proposed project. 3. Demonstrate a commitment to work together to achieve stated project outputs and outcomes.	
Disclosures related to Executive Compensation	Any applicant that is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that its executives' compensation is reasonable, must provide the following: (1) a brief description of the process used for determining the compensation of its officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation (in lieu of a description, an applicant may submit its written compensation policy); (2) the comparability data used in establishing executive compensation; and (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation. This third element can usually be addressed by submitting minutes	These disclosures are required.

	from board meetings where compensation was considered and approved.	
Commitment Letter(s) for Leveraged Resources	Each organization providing leveraged resources for this project must submit a signed letter from an Authorized Representative to the grantee during the development of the application. The commitment letter must include: the name and address of the organization(s) providing the commitment(s) (state if the organization will serve as a project sponsor); the type of commitment (applicant or third party cash resources, non-cash resources, volunteer time, contribution of a building, contribution of lease hold interest); the dollar value of the commitment; the date of the commitment letter or other document; the source of the funding, such as federal, state, local, private or in-kind contributions; and the organization's authorized representative's name, title, and contact information who has made this commitment.	This is required for all leveraged resources, and planning partnerships that increase coordination under Resource Identification.
Third Party Documentation Facsimile Transmittal, "HUD Facsimile Transmittal" on Grants.gov (HUD96011)		This form is for any faxed documents.
Acknowledgment of Application Receipt (HUD2993), if applicable		This form is optional.

Additionally, your complete application must include the following narratives and non-form attachments:

a. Narratives. Each narrative must be titled with a corresponding heading. The application must contain the following narratives:

(1) Executive Summary. On no more than two pages, provide an Executive Summary of the proposed project. The summary must provide an overview of the main components of your planned VAWA/HOPWA demonstration project including any special service delivery method or project purposes, and the projected annual housing output. The summary should briefly identify your approach to improve cross-agency planning, resource utilization, and service integration among HIV/AIDS housing providers and sexual assault, domestic violence, dating violence, and stalking service providers. In the executive summary, provide the name of the applicant, and

any project sponsors, along with contact names, phone numbers, and email addresses.

(2) Narratives to Address the Rating Factors for Award. Applicants must provide written responses to each of the five, possibly six, applicable rating factors described in Section V.A. of this NOFA. The rating factor narratives are where applicants should provide a clear vision of their proposed project within the guidelines provided. Responses should follow the formatting in Section IV.B.2. and be within the page limit stated under each rating factor.

2. Format and Form

Narratives and other attachments to your application must follow the following format guidelines:

All narratives should be formatted as described below. Page limits for each narrative are provided with its description in Section V.A.

- Page Size: 8.5" x 11"
- Margins: one-inch all around
- Font: Arial
- Font (regular text): 11 point
- Font size/style for headings: 16 point, Bold. (subheadings - 11 point, Bold.)
- Spacing: Double-spaced
- Headers: Left-justified - indicate the rating factor or executive summary.
- Footers: Left-justified - name of applicant. Right-justified - page number out of total pages. (ex. Page 1 of 3)

C. DUNS Number and SAM Registration.

Please refer directly to Section IV.C of the General Section, available at Grants.gov or HUD's Funds Available page, http:// portal.hud.gov /hudportal /HUD?src= /program_offices /administration /grants /fundsavail.

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **[Insert 60 days from date of publication]**. Applications must be received no later than the deadline. Please refer to the General Section for more information about timely receipt of applications.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form or you are applying for the Continuum of Care program. The Continuum of Care application is submitted through HUD's e-snaps system. Instructions for submitting your application to Grants.gov are contained within the Application Package you downloaded from Grants.gov. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

Your application must be **both received and validated** by Grants.gov. Your application is "received" when Grant.gov provides you a confirmation of receipt and an application tracking number. **If you do not see this confirmation and tracking number, your application has not been received.**

After your application has been received, your application still must be validated by Grants.gov. During this process, your application may be "validated" or "rejected with errors." To know whether your application was rejected with errors and the reason(s) why, you must log into Grants.gov, select "Applicants" from the top navigation, and select "Track my application" from the drop-down list. If the status is "rejected with errors," you have the option to correct the error(s) and resubmit your application before the Grace Period ends. **If your application was "rejected with errors" and you do not correct these errors, HUD will not review your application.** If your status is "validated" your application will be forwarded to HUD by Grants.gov.

1. **Resubmitting an Application.**

Before the submission deadline, applicants who choose to amend an application that has been validated by Grants.gov have several options:

(1) an applicant may email the new or revised supporting materials to ApplicationSupport@hud.gov; or

(2) an applicant may fax the additional supporting documents using the form HUD-96011.
(3) an applicant may resubmit an entire, revised application via Grants.gov containing the new or changed material;

Whichever option is used, all materials must be received by the applicable deadline.

When submitting additional supporting documentation via email, the applicant must enter "Supporting Documentation" plus the Grants.gov application tracking number in the subject line of the email. (e.g., Subject: Supporting Documentation - GRANT12345678). If this information is not included, HUD will not be able to match the response to the application under review and the application may therefore be rejected due to the deficiency.

When submitting additional supporting documentation by fax, the applicant must enter the document name in the box labeled "Name of Document Submitting" in form HUD96011. When submitting a fax, applicants must follow the fax requirements found elsewhere in this notice. If the fax transmittal form from the last application submitted is not the cover page to the applicant's response HUD will not be able to match the response to the application under review and the application may therefore be rejected due to the deficiency.

When resubmitting an application that was previously validated by Grants.gov, all documents faxed in support of the original submission must be either attached to the Grants.gov resubmission or faxed again using the form HUD-96011. If faxing, you must fax the materials, including materials faxed by a third party, after the resubmitted application has been validated by Grants.gov. All faxed materials must be received by the applicable deadline.

2. Grace Period for Grant.gov Submissions.

If an application is received by Grants.gov before the deadline, but is rejected with errors, applicants have a grace period of 24 hours beyond the application deadline to submit a corrected application that is received and validated by Grants.gov. Any application submitted during the grace period that does not meet the criteria above will not be considered for funding. There is no grace period for paper applications. See the General Section for more information about the grace period.

3. Late Applications.

An application received after the Program NOFA deadline date that does not meet the requirements of the grace period policy will be marked late, and will not be considered for funding.

E. Intergovernmental Review.

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

F. Funding Restrictions.

This demonstration project will NOT fund the following activities under the HOPWA grant:

- acquisition, development, construction, or rehabilitation projects;
- emergency shelters;
- supportive services.

Supportive service activities will only be funded through the Transitional Housing Assistance Program grant under this NOFA.

Additionally, grants funds under this NOFA may not be used to reimburse pre-award costs.

G. Other Submission Requirements.

1. Lead Based Paint Requirements.

When providing housing assistance funding for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

2. Submit via Grants.gov. Applicants must submit their application electronically via Grants.gov unless they have received a waiver from HUD allowing for a paper submission. See also, Section IV.A of this NOFA.

3. Discrepancies between the NOFA on Grants.gov and Other Documents. The Program NOFA posted at the Grants.gov website is the official document HUD uses to solicit applications. Applicants are advised to review their application submission against the requirements in the posted Program NOFA. If there is a discrepancy between the Program NOFA posted on Grants.gov and other information provided in any other copy or version or supporting documentation, the posted Program NOFA located at Grants.gov prevails. If discrepancies are found, please notify HUD immediately by calling the program contact listed in Section VII of this Program NOFA. Individuals who are deaf or hard of hearing, or who have speech disabilities, may use the Federal Relay Service's teletype service at 1-800-877-8339. HUD will post any corrections or changes to a Program NOFA on the Grants.gov website. Applicants who enroll an email address at the application download page will receive an e-mail alert from Grants.gov in the event the opportunity is changed.

4. Application Certifications and Assurances. Applicants signing the SF424 cover page either through electronic submission or in paper copy submission (for those granted a waiver) affirm that the certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined that the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

The factors for rating and ranking applications and the points for each factor are provided below. A maximum of 100 points may be awarded under Rating Factors 1 through 6. Applicants must receive a minimum of 75 points to be eligible for funding.

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Staff (20 points)

Rating Factor 2: Need/Extent of the Problem (13 points)

- **2.a. Need and Viability (8 points)**
- **2.b. Project Benefit (5 points)**

Rating Factor 3: Soundness of Approach (40 points)

- **3.a. Responsiveness (30 points)**
- **3.b. Strategic Qualities (10 points)**

Rating Factor 4: Leveraging Resources (10 points)

Rating Factor 5: Achieving Results and Program Evaluation (14 points)

- **5.a. Outcomes (6 points)**
- **5.b. Monitoring Process (8 points)**

Rating Factor 6: HUD Policy Priorities (3 points)

- **6.a. Promote Health and Housing Stability of Vulnerable Populations (2 points)**
- **6.b. Promote Economic Development and Economic Resilience (1 point)**

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Staff	Maximum Points: 20

Applicants may receive a maximum of 20 points for this factor. *A minimum of 14 points are required in Rating Factor 1 to qualify for funding.* Responses are limited to five pages plus up to two extra pages for each project sponsor. An applicant that plans to use project sponsors but fails to provide information on their capacity will not receive the minimum score.

This factor addresses the extent to which the applicant has the organizational resources necessary to successfully implement the proposed activities. It is important that the applicant demonstrates its administrative and organizational capacity to implement, monitor, and evaluate effective housing and service programs for low-income persons living with HIV/AIDS who are victims of sexual assault, domestic violence, dating violence, or stalking. Applicants should strategically choose and involve team members with relevant experience to holistically approach the intersection of HIV and sexual assault, domestic violence, dating violence, and stalking through housing and services. The team members include the proposed project manager and key staff relevant to carrying out the proposed activities. Team members will be evaluated in terms of recent, relevant, and successful experience in undertaking eligible program activities.

- Describe team member experience and knowledge in: (1) serving persons living with HIV/AIDS and their families; and (2) serving victims of sexual assault, domestic violence, dating violence, or stalking.

  5 points - Full points will be awarded if the application presents direct, extensive, and clear evidence of team member experience relevant to the proposed project activities in serving persons living with HIV/AIDS and their families **and** serving victims of sexual assault, domestic violence, dating violence, or stalking.

- Describe team member experience in implementing trauma-informed approaches into programs and services for persons with special needs.

  2 points - Full points will be awarded if the application presents direct, extensive, and clear evidence of team member experience in implementing trauma-informed approaches into programs and services for persons with special needs.

- Describe team member experience with managing and implementing programs similar to those proposed in your application, including HOPWA grants, Transitional Housing Assistance Program grants, and other housing and service programs for special needs populations.

  6 points - Full points will be awarded if the application presents direct, extensive, and clear evidence of team member experience and knowledge in providing activities similar to the range of housing and service activities proposed in the application.

- Describe team member experience in achieving measurable results and meeting previous applicable performance benchmarks in the operation of existing or previous HOPWA grants, Transitional Housing Assistance Program grants, or other similar housing and supportive service grants. This includes meeting project goals and objectives, such as the number of persons assisted in comparison to the number that was planned at the time of the application; submitting timely performance reports; and expending funding as outlined in grant agreements/contracts, with no outstanding audit or monitoring issues.

  3 points - Full points will be awarded if the application presents clear evidence of team member experience in achieving results and meeting benchmarks under existing or previous HOPWA grants, Transitional Housing Assistance Program grants, or other similar grant programs.

- Describe team member experience and knowledge in: (1) monitoring and evaluating the performance of housing and service programs; **and** (2) reporting on project outcomes similar to the HOPWA client outcomes of housing stability, reduced risks of homelessness, and access to care.

  4 points - Full points will be awarded if the application fully describes team member experience in monitoring and evaluating program performance **and** reporting on project outcome information similar to HOPWA outcomes.

Rating Factor 2: Need/Extent of the Problem	Maximum Points: 13

Applicants may receive a maximum of 13 points for this factor. Responses for Factor 2 are limited to four total pages with responses to both subfactors.

This factor must show a clear need for housing and coordinated services addressing the unique needs of low-income persons living with HIV who are also victims of sexual assault, domestic violence, dating violence, or stalking. The benefits of coordinating housing with HIV and sexual assault, domestic violence, dating violence, or stalking services in the planned service area should also be identified.

2.a. Need and Viability (8 points)

- Describe the need for housing and services for low-income persons living with HIV who are also victims of sexual assault, domestic violence, dating violence, or stalking with the use of relevant data sets. Data sources could include census data, health department statistics, CDC data sets, and local sexual assault, domestic violence, dating violence, or stalking data.

  4 points – Full points will be awarded if the need in the service area is clearly supported with relevant data sources for HIV, sexual assault, domestic violence, dating violence, or stalking and eligible client demographics.

- Identify the community resources/organizations available to coordinate housing and services for low-income persons living with HIV who are also victims of sexual assault, domestic violence, dating violence, or stalking. Applicants should demonstrate viability through strong community partnerships linking together local organizations and resources to ensure that project efforts are sustained after the conclusion of the funding period. All organizations identified should also have a signed Letter of Commitment or MOU submitted with the application.

  4 points – Full points will be awarded if the community resources/organizations identified for coordination in this project clearly show experience with housing, HIV, and sexual assault, domestic violence, dating violence, or stalking, and exhibit formed partnerships.

2.b. Project Benefit (5 points)

- Identify the need for system improvement in the community and how the connection and coordination of HIV housing assistance and related services with sexual assault, domestic violence, dating violence and stalking services will benefit community members in the planned service area.

  4 points – Full points will be awarded if the application clearly identifies current community barriers to connecting and coordinating HIV housing assistance and related services with sexual assault, domestic violence, dating violence and stalking services and discusses two or more high-quality benefits of planned project activities to overcome those barriers.

- Explain how the coordination of HIV housing assistance and related services with sexual assault, domestic violence, dating violence, or stalking services is sustainable and will continue past the funded period.

  1 point – Full points will be awarded if the coordination of HIV housing assistance and related services with domestic sexual assault, domestic violence, dating violence, or stalking services exemplifies long-term partnerships that will continue past the conclusion of funding.

Rating Factor 3: Soundness of Approach	Maximum Points: 40

Applicants may receive a maximum of 40 points for this factor. Responses for Factor 3 are limited to a total of 10 pages.

This factor evaluates the proposed housing and supportive service activities to be carried out through this demonstration to help participants obtain and/or maintain safe, stable housing, the roles and responsibilities of coordinating organizations, and the innovative strategies in cross-agency planning, resource utilization, and service integration that can serve as models for other program and/or support long-term change.

3.a. Responsiveness (30 points)

- Describe the development and/or operations plan for the housing assistance being proposed with the projected number of persons to be served through each type of housing assistance for each year of the

program. For rental assistance programs, this will include a plan for providing rental assistance and length of stay.

4 points – Full points will be awarded if the plan describes projected number of housing units, by type, to be provided through the program, by year, over a 3-year period. The projected yearly number of persons to be served is identified for each type of housing assistance and the number is appropriate and feasible.

- Describe how eligible persons will access the housing assistance provided through the project and through any specific commitments with other community housing providers. Include a description of how a client moves through the housing program from outreach, intake, client assessment, the delivery of housing services, and when appropriate, the outplacement to more self-sufficient independent housing or permanent rental housing.

  4 points – Full points will be awarded if there is a clear, feasible description of how a client moves through the housing program from outreach, intake, client assessment, the delivery of housing services, and when appropriate, the outplacement to more self-sufficient independent housing or permanent rental housing with support of organizations responsible for these actions.

- Describe plans to facilitate the movement of eligible persons receiving housing support to permanent housing or independent living arrangements within 24 months. This includes outplacement to self-sufficiency or to permanent rental housing subsidized by HUD or other Federal, state, and local resources. If funds will be used to help beneficiaries secure new housing units, applicants must describe plans to use the funds and the related housing outputs for these permanent housing placement services (under that budget line item), such as costs for first month's rent and security deposits.

  4 points – Full points will be awarded if there is a clear, feasible plan to transition program beneficiaries off housing assistance provided through this program to alternative permanent housing or independent living arrangements, that presents flexibility and the necessity to address varying special needs of individuals receiving housing assistance, without any risk of homelessness or housing instability.

- Describe how the supportive service needs of eligible persons will be met with the Transitional Housing Assistance Program grant funds and the use of any additional leveraged resources by describing the type of supportive services that will be offered directly by the program and/or how agreements and project plans will ensure that services will be accessed and coordinated from other mainstream health and human welfare sources. Projects should provide access to a wide range of flexible and optional services that reflect the varying individual needs of persons living with HIV/AIDS who are victims of sexual assault, domestic violence, dating violence, or stalking and should allow program beneficiaries to choose the course of action that is best for them. Individualized services may be offered, such as counseling, support groups, safety planning, and advocacy services as well as practical services such as case management, licensed child care, employment services, nutritional support, transportation vouchers, and referrals to other agencies.

  8 points – Full points will be awarded if there is a precise, feasible plan ensuring program beneficiaries have viable access to a wide variety of supportive services that address needs associated with HIV, domestic violence, dating violence, sexual assault, and stalking, and their intersection. The proposed plan should clearly allow program beneficiaries to choose the course of action that is best for them and demonstrate comprehensive cross-agency planning, resource utilization and service integration.

- Describe the ways in which these services will help eligible persons obtain and/or maintain safe, stable housing. Supportive service costs are capped at $200,000. Applicants must explain their comprehensive plan for delivering supportive services, showing how agreements with community organizations will ensure that eligible persons receive adequate access to medical care and other mainstream supportive services to address their needs.

  4 points – Full points will be awarded if there is a comprehensive plan to deliver services that clearly supports eligible persons in obtaining and/or maintaining safe, stable housing. Services are integrated

to address the intersection of HIV and domestic violence, dating violence, sexual assault, and stalking, and there is a clear effort to utilize all available resources for positive outcomes.

- Include a description of the roles and responsibilities of project sponsors and/or other organizations and how these will be coordinated in conducting eligible activities. This includes housing and services being funded from other sources that play an integral role in the success of the program. All organizations identified should also have a signed Letter of Commitment or MOU submitted with the application.

  4 points – Full points will be awarded if the roles and responsibilities of the organizations carrying out each eligible activity are reasonable and clearly identified, and clearly exhibit how the housing and service needs of beneficiaries will be addressed in a holistic manner.

- Complete the budget forms with amounts and descriptions that reflect the planned eligible activities along with leveraged resources discussed in the narrative section. The budget must follow the guidelines within this funding announcement, and show a clear distinction between the two funding streams as eligible activities are listed by budget line item.

  2 points – Full points will be awarded if all budget amounts and descriptions reflect the planned activities discussed in this narrative section and reflect funding amounts reasonable for the locality. The HOPWA and Transitional Housing Assistance Program grants are clearly separated with the correct activities listed for each funding stream.

3.b. Strategic Qualities (10 points)

- Show a clear strategy for coordinating housing and services that addresses the intersection of HIV and sexual assault, domestic violence, dating violence, or stalking. The program should exhibit exemplary and/or innovative qualities, including community level coordination and system changes, that can serve as a national place-based model. Funds for Resource Identification are available to facilitate coordination during the program period, but applicants are expected to establish relevant partnerships and have an innovative strategy for cross-agency planning, resource utilization, and service integration that can serve as models for other program and/or support long-term change at the time of application.

  6 points – Full points will be awarded if the strategy to coordinate housing and services to address the intersection of HIV and sexual assault, domestic violence, dating violence, or stalking shows innovative qualities with project activities undertaken within a replicable operational framework.

- Describe how success of the project's innovative strategic goals will be measured and how the goals will contribute to an expanded understanding of how best to address the needs of and serve persons living with HIV who are victims of sexual assault, domestic violence, dating violence, or stalking.

  4 points - Full points will be awarded if the measurement process is clearly identified for each strategic goal and provides a framework to show how the plan to implement housing and service activities through cross-agency planning, resource utilization, and service integration will bring an expanded understanding of how best to address the needs of and serve persons living with HIV who are victims of sexual assault, domestic violence, dating violence, or stalking.

Rating Factor 4: Leveraging Resources	Maximum Points: 10

Applicants may receive a maximum of 10 points for this factor. *Applicants must receive a minimum of 2 points in Leveraging Resources to be eligible for funding.*

This factor addresses the applicant's ability to secure community resources that can be combined with NOFA funds to achieve program purposes and to ensure sustainability of the housing efforts. Such commitments may involve provision of funding or services by other agencies, or in-kind donation of dedicated personnel to lead or plan collaborative activities. Applicants can receive up to 5 points based on the extent to which resources from other state, local, federal, or private resources are listed with the required elements to demonstrate that these funds are committed at the time of application to support and sustain the project.

The leveraging information must be presented on a list or chart with the following information: the name and address of the organization(s) providing the commitment(s) (state if the organization will serve as a project

sponsor); the type of commitment (applicant or third party cash resources, non-cash resources, volunteer time, contribution of a building, contribution of lease hold interest); the dollar value of the commitment; the date of the commitment letter or other document; the source of the funding, such as federal, state, local, private or in-kind contributions; and the organization's authorized representative's name, title, and contact information who has made this commitment. See Appendix B for an example leveraging chart.

Applicants will be awarded points based on the percentage of commitment dedicated to the project. The percentage of leveraging is determined by comparing the determined amount of leveraged resources to the total grant amount requested by the applicant under this NOFA, inclusive of the HOPWA grant and the Transitional Housing Assistance Program grant.

10 points - 200.0% or greater

8 points - 150.0% to 199.9%

6 points - 100.0% to 149.9%

4 points - 50.0% to 99.9%

2 points - 1% to 49.9%

Rating Factor 5: Achieving Results and Program Evaluation	Maximum Points: 14

Applicants may receive a maximum of 14 points for this factor. Responses for Factor 5 are limited to four pages with responses provided for each subfactor.

Responses for this factor must describe the project's specific outcomes and goals in addressing the housing and supportive service needs of low-income persons living with HIV who are also victims of sexual assault, domestic violence, dating violence, or stalking in their planned service area. This must include a clear plan to monitor and evaluate project achievements based on the established goals.

5.a. Outcomes (6 points)

- Determine outcomes for the project including, but not limited to, improved housing stability, reduced risk of homelessness, increased access to healthcare, other supportive services and employment (if applicable), decrease in perceived risk of violence, improved integration into a community, and improved individual health (ex. CD4 count, viral load, perceived health, etc.).

  6 points – Full points will be awarded if outcomes are clearly stated, reasonable, and inclusive of housing, health, and safety.

5.b. Monitoring Process (8 points)

- Provide a clear plan to monitor and evaluate the delivery of housing and services that objectively measures actual achievements against anticipated achievements. This should include a timeline with activities, benchmarks, and performance indicators.

  4 points – Full points will be awarded if there is a clear monitoring and evaluation plan to measure achievements with a timeline that includes activities, benchmarks, and performance indicators.

- Indicate how monitoring will be used to make programmatic adjustments throughout the grant operating period to ensure goals are achieved.

  4 points – Full points will be awarded if there is clear indication that monitoring throughout the operating period will be used in set time intervals to ensure goals are being achieved with adjustments as needed.

Rating Factor 6: HUD Policy Priorities	Maximum Points: 3

Applicants will be awarded for this Rating Factor only when the application meets or exceeds the minimum score of 75 points for Rating Factors 1 through 5. This Rating Factor evaluates whether you are undertaking programs or projects that contribute to HUD's NOFA priorities: (1) Promote Health and Housing Stability of Vulnerable Populations; (2) Promote Economic Development and Economic Resilience.

6.a. Promote Health and Housing Stability of Vulnerable Populations (2 points)

Applicants will receive one point for demonstrating any one of the following, with a maximum of two points awarded for this priority overall. To receive the points for this priority, applicants must identify the target population(s) to be served, the baseline from which improvements are to be measured, the anticipated outcome, and the related measurements to be used to gauge the positive change. Measures of success could include the following outputs:

- Health insurance enrollments: Identify increases in the number of program beneficiaries with health insurance.
- Health services: For health services and programs, increases in the number of visits or participation rates in programs.
- The number of program beneficiaries who are assessed for improved health outcomes (e.g. with plans specifying relevant data elements and use of data consistent with confidentiality requirements applying to personalized information).

Selected applicants will report progress in meeting the expected goals in the narrative section of their Annual Progress Report (APR) submitted to HUD at the end of each grant operating year.

- **Targeting High-Need Clients (1 point):** To receive 1 point, applicants must demonstrate processes in place to target and prioritize the most vulnerable people or people who are high utilizers of health and human services systems. Applicants must provide a plan for outreach and enrollment of eligible beneficiaries into the program, and should discuss how project activities will target low-income persons living with HIV/AIDS who are victims of domestic violence, dating violence, sexual assault or stalking. Applicants must also demonstrate how projects will contribute toward the National HIV/AIDS Strategy goals to reduce HIV infections, increase access to care and improve health outcomes, and reduce HIV-related disparities.
- **Partnerships with Health Care Organizations (1 point):** To receive 1 point, applicants must provide evidence of partnerships with community health centers or other health care providers - including organizations receiving Ryan White HIV/AIDS Program funding - to assess health care needs and connect program beneficiaries to care and health-related supports. Applicants must submit letters, partnership agreements or memoranda of understanding from partnership organizations evidencing specific roles, responsibilities and commitments addressing improved coordination and information sharing. Such partner documents must be submitted on the partner organization’s letterhead and be signed by an official who is able to make commitments on the part of the organization.

6.b. Promote Economic Development and Economic Resilience (1 point)

- **Job Readiness for Low-income Residents, At-Risk Youth and/or Transition-Age Youth (1 point):** To receive 1 point for this objective, applicants must provide evidence of a curriculum and services plan designed to increase program beneficiaries’ job-readiness, and link participants with employers. Applicants should identify any linkages with local Workforce Investment Boards; one-stop career centers; business associations; community-based organizations, including faith-based organizations; labor unions; private developers; philanthropic organizations; and/or nonprofit intermediaries. Selected applicants must report on the number of partnerships and employment programs developed that result in workforce positions obtained by program beneficiaries through coordination with federal, state, and local entities. Due to the side effects of HIV medications and the general symptoms of the disease, HUD recognizes that a portion of program clients will not be able to maintain a full time equivalent employment position based upon a 40 hour work week. Applicants should take this into account when establishing realistic goals for employment and job placement. Additionally, given the significance of health benefits for persons living with HIV/AIDS and their families, applicants must ensure HOPWA clients do not lose health benefits when placed into a full-time or part-time working position. Any job placement must be accomplished without putting a

client's continued participation in health care at risk.

2. NOFA Priorities.
HUD encourages applicants for funding to undertake programs and projects that contribute to HUD's NOFA Priorities. Applicants that undertake activities that result in achievement of specific NOFA Priorities listed below are eligible to receive priority points in the rating of their application. These points will be awarded only if the application otherwise meets or exceeds the Program's minimum fundable score based on the rating factors of this NOFA.

Promote Health and Housing Stability of Vulnerable Populations

See Rating Factor 6 for more information.

Promote Economic Development and Economic Resilience (Counseling and Service Coordination NOFAs or as specified in Individual Program NOFA)

See Rating Factor 6 for more information.

3. Bonus Points.
In support of certain inter-agency initiatives, HUD awards bonus points to projects where the preponderance of work will occur in a designated zone, community or region. **These points will be awarded only if the application otherwise meets or exceeds the Program's minimum fundable score based on the rating factors of this NOFA.**

Bonus points are not available for this program.

B. Reviews and Selection Process.

(1) Threshold Reviews. HUD will review your application to ensure that it meets the threshold requirements found in the **General Section** and Section III.C.2.a. (excluding Transitional Housing Assistance Program Past Performance which will occur after peer reviews by OVW) of this NOFA pertaining to a request for funding under this program. Applications that do not meet HUD threshold requirements will not progress in the review process.

(2) Peer Reviews. HUD staff will conduct this review, including HUD staff from the Office of Community Planning and Development (CPD) at Headquarters and HUD's regional and local field offices. OVW staff may also provide assistance to HUD in reviewing applications, as appropriate. Applications will be ranked based on the 6 Rating Factors listed in the Rating Criteria. The points awarded for the factors total 100. Whether your application is conditionally selected will depend on your overall ranking compared to other applications and the amount of funds that are available to be awarded by this competition.

(3) OVW Programmatic Review. All applications that are considered for funding will be subject to an OVW programmatic review. The programmatic review consists of assessing for scope, activities that compromise victim safety and, if applicable, past performance. The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Promoting policies and practices that fail to encourage ongoing safety planning with all survivors;
- Promoting policies and procedures that fail to account for the physical safety of victims;
- Sponsoring alternative dispute resolution or joint counseling as a response to sexual assault, domestic violence, dating violence, and/or stalking;
- Requiring survivors to meet restrictive conditions in order to receive services (e.g., the decision to seek a protection order or counseling is a choice that should be reserved to the victim, and should not be a precondition to services); background checks of victims; or clinical evaluations to determine eligibility for services; and
- Using technology without addressing implications for victim confidentiality, safety planning, and the need for informed consent. If applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases), they should explain how they plan to address any victim safety concerns

that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding. As a part of the programmatic review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
- Adherence to all special conditions of existing grant award(s) from OVW;
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
- Completion of close-out of prior awards in a timely manner;
- Appropriate utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award;
- Receipt of financial clearances on all current or recent grants from OVW;
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
- Adherence to the Office of Management and Budget single-audit requirement; and
- Timely expenditure of grant funds.

OVW grantees with significant past performance issues may not be considered for funding.

(4) Procedures for the Rating and Selection of Applications.

(a) HUD will select applications in rank order to the extent that funds are available. In allocating amounts to the categories of assistance, HUD reserves the right to ensure that sufficient funds are available for the selection of at least one application with the highest ranking under each category of assistance. HUD will not select an application that is rated below 75 points, nor will an application be funded if it receives a Rating Factor 1 – Capacity score lower than 14 points or Rating Factor 4 – Leveraging score lower than 1 point.

(b) If there is more than one applicant with planned activities in the same service area, the applicant with the highest score for that service area will receive the award. With limited funding for this project demonstration, HUD will not concentrate awards in overlapping geographic areas.

(c) In the event of a tie between applications in a category of assistance, HUD reserves the right to break the tie by selecting the proposal that was scored higher on a rating criterion in the following order: Rating Factor 3; Rating Factor 1; Rating Factor 2; Rating Factor 5; Rating Factor 4; and Rating Factor 6.

C. Anticipated Announcement and Award Dates.

HUD anticipates announcing the applications selected for funding under this NOFA no later than November 30, 2015.

VI. Award Administration Information.

A. Award Notices.

Following the evaluation process HUD will notify successful applicants of their selection for funding. HUD will also notify all other applicants, whose applications were received by the deadline, that have not been chosen for award. Notifications will be sent by email, delivery receipt requested, to the person designated in item 8F of the SF424 and to the person listed as authorized representative in item 21 of the SF424.

1. **Negotiation.** After HUD has rated and ranked all applications and made selections, a selected applicant may be required to participate in negotiations to determine the specific terms of the funding agreement and budget. In cases where HUD cannot successfully conclude negotiations with a selected applicant in a timely manner, or a selected applicant fails to provide requested information, an award will not be made to that applicant. In such an instance, HUD may offer an award to, and proceed in negotiations with, the next highest-ranking applicant.
2. **Adjustments to Funding.** If an applicant turns down an award, an award is not made, or if there are sufficient award adjustments to make additional awards feasible, HUD reserves the right to: (i) offer an award to the next

highest rated application(s) in this competition in their ranked order; (ii) add remaining or recaptured amounts to the funds that become available for a future competition; or (iii) award additional amounts to a funding request that had been fully funded in this competition as HUD deems appropriate.

3. **Execution of Grant Agreement and Obligation of Awards**. The grant funds are obligated when HUD signs the grant agreements. Applicants selected to receive FY2015 funding must execute grant agreements no later than 30 days after the notice of selection.
4. **Applicant Debriefing.** For a period of 120 days, beginning 30 days after the awards are publicly announced, HUD will provide to a requesting applicant a debriefing related to its application. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF424 or by his or her successor in office. Information provided during a debriefing will include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which assistance was provided or denied. Applicants requesting to be debriefed must send a request by mail or email to one of the agency contacts listed in Section VII of this NOFA.

B. Administrative, National and Departmental Policy Requirements.

Certain Administrative, National and Departmental Policy Requirements apply to all HUD programs, including this NOFA. For a complete list of these requirements, see Section VI.B. of the General Section.

Requirements for HOPWA awards in Section VI.B. of the General Section include, but are not limited to:

1. **Equal Access to HUD-assisted or HUD-insured Housing.** HUD is committed to ensuring that its housing programs are open to all eligible individuals and families regardless of sexual orientation, gender identity or marital status. Recipients and subrecipients of HUD funding must comply with 24 CFR 5.105(a)(2) in connection with determining eligibility for housing assisted with HUD funds or subject to an FHA-insured mortgage, and in connection with making such housing available. This includes making eligibility determinations and making housing available regardless of actual or perceived sexual orientation, gender identity, or marital status, and prohibiting inquiries about sexual orientation or gender identity for the purpose of making eligibility determinations or making housing available. Applicants are encouraged to become familiar with these requirements, HUD's definitions of sexual orientation and gender identity at 24 CFR 5.100, clarifications to HUD's definition of family at 24 CFR 5.403, and other regulatory changes made through HUD's Equal Access Rule, published in the Federal Register at 77 FR 5662 (Feb. 3, 2012).
2. **Equal Protection for Faith-based and Community Organizations.** Faith-based organizations are eligible to participate in HUD's programs and activities on the same basis as any other organization. HUD's regulation on the equal participation of faith-based organizations is at 24 CFR 5.109. Additionally, the use of HOPWA funds is subject to program-specific rules at 24 CFR 574.300(c). These rules provide, among other things, that religious organizations may not engage in inherently religious activities as part of a HUD-funded program or activity; a religious organization that participates in a HUD-funded program or activity may retain its independence and continue to carry out its mission; and an organization that receives direct federal funds from HUD is not permitted to discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief in providing program assistance.
3. **Participation in a HUD-Sponsored Program Evaluation.** As a condition of the receipt of financial assistance under a Program NOFA, all successful applicants will be required to cooperate with all HUD staff, contractors, or designated grantees performing research or evaluation studies funded by HUD.
4. **Environmental Requirements.** See requirements listed in Section III.C.2.b(5).
5. **Safeguarding Resident/Client Files.** In maintaining resident and client files, funding recipients shall comply with the Privacy Act of 1974 (Privacy Act), the agency rules and regulations issued under the Privacy Act, and observe state and local laws concerning the disclosure of records that pertain to individuals. Further, recipients are required to comply with the Privacy Act in the design, development, or operation of any system of records on individuals and take reasonable measures to ensure that resident and client files are safeguarded, including when reviewing, printing, or copying client files. In addition, 24 CFR 574.440 requires that HOPWA grantees and project sponsors ensure the confidentiality of the name of program clients and any other information regarding individuals receiving assistance. Funding recipients must follow confidentiality requirements and must not share clients' HIV status or related information without written consent of the client and must not share this information with individuals or organizations who do not need to know the information.

Requirements for Transitional Housing Assistance Program awards:

1. **Confidentiality and Privacy Protections**. Grantees and Project Sponsors must comply with the confidentiality and privacy requirements under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)). Successful applicants will be required to acknowledge that they have received notice of the confidentiality and privacy protection requirements. The *Acknowledgement of Notice of Statutory Requirements to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended* is available on the OVW ;website and must be signed by the authorized representative of each selected applicant before grant funds will be awarded.
2. **Non-Supplanting of State or Local Funds**. Grantees must use Federal funds to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Successful applicants must submit a letter certifying that Federal funds will not be used to supplant state or local funds before grant funds will be awarded. Please refer to http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter.
3. **Funding to Faith-Based Organizations.** Executive Order 13279 and, DOJ-issued regulation, Equal Treatment for Faith-Based Organizations, 28 CFR Part 38 require funded organizations to treat faith-based organizations the same as any other applicant or recipient of DOJ funding, neither favoring nor discriminating against faith-based organizations in making and administering grant awards. The Executive Order and regulation also require that faith-based organizations be allowed to retain their independence, autonomy, expression, and religious character when competing for DOJ financial assistance used to support social service programs and participating in the social service programs supported with DOJ financial assistance. The Executive Order and regulation also prohibit recipient faith-based organizations from using Justice Department funding to engage in inherently religious activities. Moreover, funded faith-based organizations must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

Requirements for both awards:

1. **OMB Administrative Requirements and Cost Principles.** The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, set forth in 2 CFR part 200, apply to the grants awarded under this NOFA.
2. **Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (FFATA), as amended. Prime Grant Awardee Reporting.** Prime recipients of HUD and DOJ financial assistance are required to report certain subawards in the Federal Funding Accountability and Transparency Act Subaward System (FSRS) website located at www.fsrs.gov or its successor system for all prime awards listed on the FSRS website. Prime financial assistance awardees receiving funds from HUD and DOJ are required to report subawards and executive compensation information both for the prime award and subaward recipients, including awards made as pass-through awards or awards to vendors. For reportable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the SAM system, the prime recipient is not required to report this information. The reporting of award and subaward information is in accordance with the requirements of FFATA, as amended by section 6202 of Public Law 110-252, and by section 3 of Public Law 113-101.
3. **Drug-Free Workplace.** Applicants awarded funds under this NOFA are subject to 2 CFR part 2429, which implements the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.), as amended, and required to provide a drug-free workplace. Compliance with this requirement means that the applicant will:
   a. Publish a statement notifying employees that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the applicant's workplace and such activities are prohibited. The statement must specify the actions that will be taken against employees for violation of this prohibition. The statement must also notify employees that, as a condition of employment under the federal award, they are required to abide by the terms of the statement and that each employee must agree to notify the employer in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace, no later than 5 calendar days after such conviction.
   b. Establish an ongoing drug-free awareness program to inform employees about:
   (1) The dangers of drug abuse in the workplace;
   (2) The applicant's policy of maintaining a drug-free workplace;
   (3) Available drug counseling, rehabilitation, or employee assistance programs; and
   (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Notify HUD and DOJ in writing within 10 calendar days after receiving notice from an employee of a drug abuse conviction or otherwise receiving actual notice of a drug abuse conviction. The notification must be provided in writing to HUD's Office of Strategic Planning and Management, Grants Management and Oversight Division, Department of Housing and Urban Development, 451 7th Street, SW, Room 3156, Washington DC 20410-3000, and DOJ's Office of Justice Programs, ATTN: Control Desk, 870 7th Street NW, Washington, DC 20531, along with the following information:
(1) The program title and award number for each HUD/DOJ award covered;
(2) The HUD /DOJ staff contact name, telephone and fax numbers;
(3) A grantee contact name, telephone and fax numbers; and
(4) The convicted employee's position and title.
d. Require that each employee engaged in the performance of the federally funded award be given a copy of the drug-free workplace statement required in item (a) above and notify the employee that one of the following actions will be taken against the employee within 30 calendar days of receiving notice of any drug abuse conviction:
(1) Institution of a personnel action against the employee, up to and including termination consistent with requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended; or
(2) Imposition of a requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
e. Identify to the agency making the award all known workplaces under the award. The workplace identification must include the actual address of buildings or other sites where work under the award will take place. The applicant must also inform the agency of any workplace changes during the performance of the award. The identification of the workplaces must occur either:
(1) At the time of application or upon award; or
(2) In documents the applicant keeps on file in its offices during performance of the award, in which case the applicant must make the information available for inspection upon request by the agency.

C. Reporting.

Please refer to Section VI of the General Section for a description of the general reporting requirements applicable to all HUD NOFAs.

1. Measuring Performance. Selected applicants must report 90 days after the end of each year of operation on the annual accomplishments of their project under the HOPWA Annual Progress Report (form HUD- 40110-C), comparing the results to proposed plans, including reporting on the required HOPWA Performance Goals on annual housing outputs and client outcomes in achieving housing stability, reduced risks of homelessness, and improved access to health care and other needed support. Additionally, grant recipients are expected to annually report against the commitments toward policy priority initiatives in the narrative portion of their Annual Progress Report. HUD will use these reports and information obtained from HUD financial systems, along with any remote or on-site monitoring, to measure progress and achievements in evaluating performance on the grants.

In addition to the APR, grantees will be required to submit an annual progress report on the Transitional Housing Assistance Program Grant that will detail the number of minors, adults, and dependents assisted with supportive services as well as the types of supportive services provided. The annual progress report must also include the following information on grant-funded activities:

- the purpose and amount of housing assistance and supportive services provided to each minor, adult, or dependent, assisted and the reason for that assistance;
- the number of months each minor, adult, or dependent, received assistance under the grant.
- the number of minors, adults, and dependents who--
  - were eligible to receive assistance under the grant; and
  - were not provided with assistance solely due to a lack of available housing;
- the client population served and the number of individuals requesting services that this demonstration program was unable to serve as a result of a lack of resources.

2. Housing and Services (HAS) Model. The HAS Model will document each selected applicant's project design, implementation, and outcomes, and identify best practices and model qualities related to addressing the housing

and supportive service needs of persons living with HIV/AIDS who are victims of domestic violence, dating violence, sexual assault, or stalking. This HAS model will be submitted with the final APR, 90 days after the end of the third operating year. The HAS Model will be made available to the public via the Office of HIV/AIDS Housing web page and will be shared with the HUD and DOJ networks.

3. Race and Ethnicity Data Reporting Form. HUD requires that funded recipients collect racial and ethnic beneficiary data. It has adopted the Office of Management and Budget's (OMB) Standards for the Collection of Racial and Ethnic Data (Form HUD-27061). Grantees that provide benefits to individuals during the period of performance, whether directly through subrecipients or contractors, must report the data using the Race and Ethnic Data Reporting Form found on Grants.gov.

Questions regarding specific program requirements should be directed to the point of contact listed in Section VII below.

VII. Agency Contact(s).

HUD staff will be available to provide clarification on the content of this NOFA. Please note that HUD staff cannot assist applicants in preparing their applications. Questions regarding specific program requirements should be directed to the point of contact listed below.

Questions about this NOFA should be directed to:

(1) Amy Palilonis, Community Planning and Development Specialist, Office of HIV/AIDS Housing

Mailing Address: 451 7th Street SW, Room 7248, Washington, DC 20410-7000

Phone: 202-402-5916 (this is not a toll-free number)

Email: Amy.L.Palilonis@hud.gov; **or**

(2) Lisa Steinhauer, Management Analyst, Office of HIV/AIDS Housing

Mailing Address: 451 7th Street SW, Room 7248, Washington, DC 20410-7000

Phone: 202-402-5181 (this is not a toll-free number)

Email: Lisa.A.Steinhauer@hud.gov

Questions concerning the General Section should be directed to the Office of Strategic Planning and Management, Grants Management and Oversight Division at 202-708-0667 (this is not a toll-free number).
Persons with hearing or speech impairments may access these numbers via TTY by calling the toll-free Federal Relay Service at 800-877-8339.

VIII. Other Information.

Paperwork Reduction Act Statement. The information collection requirements in this this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C.3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. Each Program NOFA will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR Part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at HUD's Funds Available web page at http://portal.hud.gov/hudportal /HUD?src=/program_offices /administration /grants /fundsavail.

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Application for Federal Assistance (SF424)	The SF-424 form is located in the Application Package Download on grants.gov.	Submit with application package
Disclosure of Lobbying Activities (SFLLL)	The SF-LLL form is located in the Application Package Download on grants.gov.	Submit with application package
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	The HUD-2880 form is located in the Application Package Download on grants.gov.	Submit with application package
Certificate of Consistency with the Consolidated Plan (HUD2991)	The HUD-2991 form is located in the Instructions Download (zip file) on grants.gov.	Submit with application package
HOPWA Budget Summary, including Applicant Certifications (HUD-40110-B)	The HUD-40110 form is located in the Instructions Download (zip file) on grants.gov.	Submit with application package
Budget and Budget Narrative for Transitional Housing Assistance Program Award	Budget Guidance and Sample Worksheet in Appendix A	Submit with application package
Memorandum of Experience (MOE)	This is a signed letter by nonprofit grantees. Instructions can be found at IV.A.1. of this NOFA.	Submit with application package
Memorandum of Understanding (MOU)	This is a signed letter. Instructions can be found at IV.A.1. of this NOFA.	Submit with application package
Commitment Letter(s) for Leveraged Resources	This is a signed letter to the grantee from organizations committing leveraged funds to this project.	Submit with application package

Narratives (Executive Summary and Rating Factors)	Instructions for the narratives are found in Section IV of this NOFA. A sample chart for leveraged resources can be found in Appendix B.	Submit with application package
Disclosures related to Executive Compensation	Sample Disclosure Form can be found at Appendix C.	Submit with application package
Third Party Documentation Facsimile Transmittal, "HUD Facsimile Transmittal" on Grants.gov (HUD96011)	The HUD-96011 form is located in the Application Package Download on grants.gov.	Submit with application package
Acknowledgment of Application Receipt (HUD2993), if applicable	The HUD-2993 form is located in the Application Package Download on grants.gov.	Submit with application package, if applicable

Appendix.

Appendix A: Transitional Housing Assistance Program Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the ***Financial Guide****.*

Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultants rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of $650 per day. Please note that this does not mean that the rate can or should be as high as $650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than $650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred.

Applicants should also include all costs associated with consultants/contracts in the Consultants/Contracts category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of $150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of subrecipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to 2 CFR Part 200.330.

Audit Costs

Costs for audits not required or performed in accordance with 2 CFR Part 200 Subpart F Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold during the organizations fiscal year, the cost of any audit performed may not be charged to the grant.

Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may include indirect costs and must submit a copy of their current Federally-approved indirect cost rate agreement with the application, as required by OVW. Applicants may choose to waive indirect costs.

Non-federal entities, other than State and local governments and Indian tribes, which have never received a Federally-approved indirect cost rate,may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) in accordance with 2 CFR part 200, subpart E.

Purchase and/or Lease of Vehicles

Grant funds may be considered for the purchase and/or lease of a vehicle by the grantee or its partner organization on a case-by-case basis. If an applicant is requesting funds for a vehicle, a lease/purchase analysis must be submitted with the application and included in the budget and budget narrative. Grant funds may not be used for the purchase and/or down payment of a vehicle for private ownership by a victim in a transitional housing program.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

Please Note: The following budget is an example intended to assist you in preparing your application budget.

A. Personnel List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Program Coordinator	$23,500 X 100% X 3 years	$70,500
Investigator	$45,000 X 100% X 3 years	$135,000
Administrative Assistant	$10/hr X 20hrs/month X 36 months	$7,200

The Program Coordinator will coordinate the applicant's project by organizing regular coordinating council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Investigator is an investigator with the local enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur in the applicant's service area.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of $10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

Total Personnel:	$212,700

B. Fringe Benefits Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workers Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Program Coordinator		
Employer's FICA	$70,500 x 7.65%	$5,393
Health Insurance	$70,500 x 6/12%	$4,315
Worker's Compensation	$70,500 x 1.00%	$ 705

Unemployment Compensation	$70,500 x 0.50%	$ 353
Investigator		
Employer's FICA	$135,000 x 7.65%	$10,328
Health Insurance	$135,000 x 6.12%	$ 8,262
Worker's Compensation	$135,000 x 1.00%	$ 1,350
Unemployment Compensation	$135,000 x 0.50%	$ 675
Administrative Assistant		
Employer's FICA	$ 7,200 x 7.65%	$ 551
Health Insurance	$ 7,200 x 6.12%	$ 441
Worker's Compensation	$ 7,200 x 1.00%	$ 72
Unemployment Compensation	$ 7,200 x 0.50%	$ 36
	TOTAL FRINGE BENEFITS	**$ 32,481**
TOTAL PERSONNEL AND FRINGE BENEFITS		**$245,181**

The applicant is requesting fringe benefits for the Program Coordinator, the Investigator, and the Administrative Assistant.

C. Travel Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X per diem). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and Technical Assistance	TBD	Airfare	$500 (avg.) x 3 people x 4 trips	$6,000
		Lodging	$100 (avg.) x 3 nights x 3 people x 4 trips	$3,600
		Per diem	$50 (avg.) x 4 days x 3 people x 4 trips	$2,400

$12,000 of the required $20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the applicant in accordance with program guidelines. The remaining amount of $8,000 has been allocated for partner travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the applicants formal written travel policy.

Total Travel:	**$ 12,000**

D. Equipment List non-expendable items that are to be purchased. (Note: Organizations own capitalization policy for classification of equipment should be used.) Expendable items should be included in the Supplies category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the Contractual category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
(2) Video Cameras	$750/camera x 2 cameras	$1,500

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking.

Total EQUIPMENT:	**$1,500**

E. Supplies List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies (paper, printer, toner, pens, etc)	$150/month x 36 months	$5,400
Postage	$50/month x 36 months	$1,800
75 Victim Assistance Kits	$25/kit x 75 kits	$1,875

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

Total supplies:	$ 9,075

F. Construction Construction costs are not allowable under this NOFA.

Purpose	Description of Work	Cost

Total construction:	$ 0

G. Consultants/Contracts 2 CFR part 200, subpart D applies.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $650 per day or $81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

Name of Consultant	Service Provided	Computation	Cost
Consultant / Trainer	Sexual Assault Training	$650/day x 3 days	$ 1,950

A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to local government leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to victims of sexual assault, domestic violence, dating violence, or stalking.

Subtotal Consultant Fees	$1,950

Consultant Travel: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

Purpose of Travel	Location	Item	Computation	Cost
OVW-Mandated Training and Technical Assistance		Airfare	$550 (avg.) x 2 people x 4 trips	$ 4,400
		Lodging	$100 (avg.) x 3 nights x 2 people x 4 trips	$ 2,400
		Per diem	$50 (avg.) x 3 days x 2 people x 4 trips	$ 1,200
			Subtotal OVW-Mandated Training:	**$8,000**
Delivery of Sexual Assault Training		Airfare	$500 (avg.) x 1 person x 1 trip	$ 500
		Lodging	$50 (avg.)/night x 2 nights	$ 100

Assault Training		Per diem	$35 (avg.)/day x 3 days	$ 105
			Subtotal Sexual Assault Training:	$ 705

Subtotal Consultant Travel:	**$8,705**

$8,000 of the required $20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the applicant in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to provide sexual assault training.

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of $150,000.

Item	Computation	Cost
Cell Phone Service	$75/month x 36 months	$ 2,700
Equipment and Rental Lease	$300/month x 36 months	$ 10,800
	Subtotal Contracts:	**$13,500**

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are allocated based on historical usage.

TOTAL CONTRACTS AND CONSULTANTS:	**$ 60,155**

H. Other Costs List items (e.g., reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation.

Item	Computation	Cost
Sexual Assault Training Manual	$ 25/manual x 25 manuals	$ 625
Resource Manual	$25/manual x 75 manuals	$ 1,875
Crisis Hotline	$75/month x 36 months	$ 2,700
Brochures	$.25/brochure x 1,000 copies x 2 Titles	$ 500

The Sexual Assault Training manuals will be purchased from the Sexual Assault Resource Center and will be used in conjunction with the on-site training that will be provided by the Consultant/Trainer.

The Project Coordinator will develop and produce a Resource Manual for services for victims of domestic violence, sexual assault, dating violence, and stalking. Copies of the manual will be provided to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the service area do not have long distance service, and it is a long distance call for most of them to reach the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 36 month grant period.

TOTAL OTHER COSTS:	$5,700

I. Indirect Costs Indirect costs are allowed if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicants cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicants accounting system permits, costs may be allocated in the direct costs categories. Non-federal entities, other than State and local governments, which have never received a Federally-approved indirect cost rate,may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC)) in accordance with 2 CFR part 200 subpart E which may be used indefinitely.

Description	Computation	Cost
13.25% of Direct Salaries (Excluding Fringe Benefits)	$212,700 x 13.25%	$ 28,183

TOTAL INDIRECT COSTS:	$ 28,183

Budget Summary When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	$ 212,700
B. Fringe Benefits	$ 32,481
C. Travel	$ 12,000
D. Equipment	$ 1,500
E. Supplies	$ 9,075
F. Construction	$ 0
G. Consultants and Contracts	$ 24,155
H. Other Costs	$ 5,700
Total Direct Costs	**$ 297,611**
I. Indirect Costs	$ 28, 183
Total Project Costs	$ 325,794
Federal Share Requested	$ 325,794
Non-Federal (Match) Amount	$ 0

APPENDIX B: Sample Leveraged Resources Chart

Chart of Leveraged Resources (SAMPLE)

Applicant:					
Name/Address of Organization	**Type of Commitment**	**$ Amount**	**Date of Commitment Letter**	**Source of Funding**	**Organization Contact (name, title, phone, email)**

We Leverage! Inc. 25 Percent Avenue Here, PP 00000	Third Party Cash Resources (for IT Services)	$200,000 (3 yrs)	1/1/11	Private	Guy Help, Director 1-555-XXX-XXXX, [email]
Volunteers on Earth 2 Earth Dr. Gaia, EA 00001	Volunteer Time (Support Groups)	$5,000 (1,000hrs*$5/hr)	1/2/11	In-Kind	Phil Anthropist, Executive Director 1-555-XXX-XXXX, [email]
Junkyard Revival 2b 2nd Life Blvd. Hope, WE 00002	Vehicle for client transportation	$40,000 (Vehicle and 3 yrs of maintenance)	1/3/11	In-Kind	Manual Transmission, Owner 1-555-XXX-XXXX, [email]
City of Sunshine 25 Rainbow Road Sunshine, XO 00003 *Applicant	Housing Placement Services	$100,000 (2,000hrs * $50/hr)	1/4/11	Local	Rosie Outlook, Mayor 1-555-XXX-XXXX, [email]

APPENDIX C: Disclosures Related to Executive Compensation

Disclosures Related to Executive Compensation
Sample Cover Letter
[Applicant Letterhead]
[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.
Washington, DC 20530

Dear Director:

The [Applicant] is a nonprofit organization that uses the Internal Revenue Services three-step safe-harbor procedure for establishing a rebuttable presumption that our executives compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

(1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;
[or, if relevant]: (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]
(2) the comparability data used in establishing executive compensation; and
(3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

[Applicant's Authorizing Official]
Attachments