



REVISED 7/1/2014

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR GRANT PROPOSALS

FOR

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

RFGP Number: 34349-72017

I.	STATEMENT OF INTENT AND DESCRIPTION OF SERVICES REQUESTED:	3
A.	Detailed Description of Services Requested:	3
II.	GENERAL INSTRUCTIONS AND REQUIREMENTS:	5
A.	Schedule of Events:	5
B.	Notice of Intent to Propose:	7
C.	Questions and Answers:	7
D.	Submission of Proposals:	7
E.	Proposal Amendment and Rules for Withdrawal:	8
F.	Acceptance of Proposals:	8
G.	Right to Further Negotiate:	8
H.	Assignment and Subcontracting:	9
I.	Incurring Costs:	9
J.	Disclosure of Proposal Contents:	9
III.	PROPOSER ASSURANCES AND REQUIREMENTS:	9
IV.	PROPOSAL FORMAT AND CONTENT:	10
A.	Organizational Capacity: Organization, Experience and Staff	10
B.	Technical Proposal for Scope of Services:	10
C.	Grant Budget: (See Exhibit 1 for cost allocation for each region)	11
V.	PROPOSAL EVALUATION:	12
VI.	GENERAL PROPOSER INFORMATION REGARDING GRANT CONTRACT:	12
A.	Sample Grant Contract:	12
B.	Additional Services:	12
C.	Proposer Exceptions to the Sample Grant Contract and/or RFGP:	13

**(If a grant is awarded to a governmental entity established pursuant to Tennessee Code Annotated (such as a human resource agency, a developmental district, the University of Tennessee, or a Board of Regents school), the standard terms and conditions of the grant shall be revised accordingly; however, significant performance requirements shall not be revised.)*

REQUEST FOR GRANT PROPOSAL**STATE OF TENNESSEE****DEPARTMENT OF HEALTH****I. STATEMENT OF INTENT AND DESCRIPTION OF SERVICES REQUESTED:**

The Tennessee Department of Health hereinafter referred to as "State" or "Department" is soliciting grant proposals for Housing Opportunities for Persons with AIDS (HOPWA) as further described below. The purpose of this Request for Grant Proposal (RFGP) is to define the State's minimum requirements, solicit grant proposals and gain adequate information from which the State can evaluate the services you propose to provide.

The State intends to enter into seven (7) grant(s) for a period of 12 months with an expected effective period from July 1, 2016 to June 30, 2017. The total for all seven (7) grants is eight hundred and seventy-five thousand dollars \$875,000.

A. Detailed Description of Services Requested:

The State is divided into seven (7) HOPWA regions as indicated on Exhibit 1. The State intends to award a grant for each region. Each grant will span from July 1, 2016 to June 30, 2017. At the end of each grant year, the State reserves the right to renew the grant for another year. The State may renew the grant four (4) times, so that the total grant term is no longer than five (5) years. Each successful proposer will be allocated a percentage of the State's HOPWA funds based on the cumulative number of persons living with Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (HIV/AIDS) as reported in their respective region as of 2015. Exhibit 1 of this RFGP shows the maximum allocation for each HOPWA region and identifies the counties in each region to be covered under this RFGP. The formula for regional distribution of funds was determined by the ratio of HIV/AIDS cases reported in each region to the total number of cases reported statewide.

HOPWA grants are federally funded through the U.S. Department of Housing and Urban Development (HUD). The national goal of the funding is "to provide states and localities with the resources and incentives to devise long term comprehensive strategies for meeting the housing needs of persons with acquired immunodeficiency syndrome (AIDS) or related diseases (including HIV infection) and their families".

There are five (5) specifically identified activities as determined by HUD and outlined below that will be funded with this RFGP. At a minimum, each Grantee must provide Short-term Rent, Mortgage, and Utility Assistance (STRMU) and Permanent Housing Placement (PHP).

- **Tenant-Based Rental Assistance (TBRA):** A rental subsidy used to help participants obtain permanent housing in the private rental housing

market that meets housing quality standards and is rent reasonable. Eligible costs include rent (not mortgage payments) and utility costs. Working much like the Section 8 Housing Choice Voucher Program, HOPWA tenant-based assistance pays the difference between the Fair Market Rent or “reasonable rent” and the tenant’s portion of the rent. The HOPWA subsidy covers a portion of the full rent; the tenant also pays a portion based on their adjusted income or gross income. All housing units must comply with Housing Quality Standards (HQS), occupancy standards and rent standards.

- **Short-term Rent, Mortgage, and Utility (STRMU) Assistance:** A time-limited housing assistance designed to prevent homelessness and increase housing stability. Services include providing assistance for a period of up to 21 weeks in any 52-week program year period (i.e. July 1, 2016 - July 30, 2017). The amount of assistance varies per client depending on funds available, tenant need, and program guidelines. STRMU is intended for clients with an emergency need and not intended to provide regular monthly relief to households in situations that are not financially manageable under normal circumstances.
- **Supportive Services (SS):** Supportive services are important tools in helping program participants to stabilize their living situations and help address care needs of persons living with HIV infection. Eligible activities under supportive services can include but are not limited to cost associated with adult day care and personal assistance, alcohol and drug abuse services, non-medical case management, advocacy, coordination of benefits, child care, education, employment assistance and training for persons with HIV/AIDS, legal services, life skills management, nutritional services (including meals), mental health services, outreach and transportation, health and medical services. Health services may ONLY be provided to individuals with AIDS or HIV infection and NOT to family members of these individuals.
- **Case Management (Non-Medical):** Non-Medical case management is a subset of supportive services. Activities include but are not limited to advice, assistance in obtaining medical, social, community, legal, financial, development of a housing plan, development of a household budget and review and management of client files monthly, quarterly and or annually and other needed services. Non-medical case management does not involve coordination and follow-up with medical treatment.
- **Permanent Housing Placement (PHP):** Permanent housing placement is a subset of supportive services. Eligible activities under Permanent housing placement can include but are not limited to cost associated with housing referral, tenant counseling to understand residential lease and its obligations, mediation of disputes, application fees, credit checks expenses, first month’s rent, security deposit (not to exceed two months’ rent), one-time utility connection fees and processing credit. All payments must be third party, not directly to program participant. These costs,

especially security deposits, are not considered rental assistance and should be billed as a supportive service. Placement costs cannot exceed the value of two month's rent in the new unit. Further, such funds should be designated to be returned to the Grantee's HOPWA program when beneficiaries vacate the new unit. Returned funds should be recorded and tracked as program income and used to further the Grantee's HOPWA program purposes. Ineligible permanent housing expenses include but are not limited to moving costs, standard furnishings, housekeeping and or household supplies.

For more details on the five activities listed above, please visit the HUD website: <https://www.hudexchange.info/programs/hopwa/>

II. GENERAL INSTRUCTIONS AND REQUIREMENTS:

This Request for Grant Proposal (RFGP) is issued by the State of Tennessee, Department of Health. The Competitive Procurement Coordinator shall be the sole point of contact for purposes of information concerning this RFGP. All correspondence **must** be sent to:

Melissa Painter
Competitive Procurement Coordinator
Service Procurement Office (SPO)
Division of Administrative Services
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-0285
Fax: (615) 741-3840
Email: Melissa.Painter@tn.gov

A. Schedule of Events:

The following is an anticipated timetable for the procurement process. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (central time zone)	DATE (all dates are state business days)
1. RFGP Issued		March 7, 2016
2. Disability Accommodation Request Deadline		March 10, 2016
3. Pre-Proposal Teleconference	2:00 p.m.	March 17, 2016

4. Notice of Intent to Propose Deadline	2:00 p.m.	March 18, 2016
5. Written "Questions & Comments" Deadline	2:00 p.m.	March 23, 2016
6. State Response to Written "Questions & Comments"		March 29, 2016
7. Proposal Deadline	2:00 p.m.	April 5, 2016
8. State Completion of Grant Proposal Evaluations		April 11, 2016
9. Evaluation Notice Released	2:00 p.m.	April 14, 2016
10. Contractor Contract Signature Deadline		April 26, 2016
11. Effective Start Date of Contract		July 1, 2016

A Pre-Proposal Teleconference will be held at the time and date detailed in the Schedule of Events.

Any proposer desiring to submit a proposal as a prime grantee contractor in response to this RFGP is encouraged to have at least one (1) representative at the teleconference, however attendance is not mandatory. The conference telephone number is **(888) 757-2790** and the participant passcode is **766173**. The presentation will also be available via adobe connect at the following link:

Web link: <http://stateoftennessee.adobeconnect.com/procurement/>

The purpose of the pre-proposal teleconference is to discuss the RFGP scope of services. The State will entertain questions, however potential proposers must understand the State's response to any question at the Pre-Proposal Conference shall be tentative and non-binding. Potential proposers should submit questions concerning the RFGP in writing pursuant to Part II, Section C.

Potential proposers with a disability may receive accommodation relating to the communication of this RFGP and participating in the RFGP process. Potential proposers may contact the Competitive Procurement Coordinator shown in Section II to request such reasonable accommodation no later than the Disability Accommodation Request Deadline detailed in the RFGP Part II, Section A Schedule of Events.

B. Notice of Intent to Propose:

Before the Notice of Intent to Propose Deadline detailed in the RFGP Section II, Part A, Schedule of Events, potential proposers should submit to the Competitive Procurement Coordinator a Notice of Intent to Propose (in the form of a simple e-mail or other written communication). Such notice should include the following information:

- the business or individual's name (as appropriate)
- a contact person's name and title
- the contact person's mailing address, telephone number, facsimile number, and e-mail address

A Notice of Intent to Propose creates no obligation and is not a prerequisite for making a proposal, however, it is necessary to ensure receipt of any RFGP amendments or other notices and communications relating to this RFGP.

C. Questions and Answers:

Questions concerning the RFGP must be presented to the Competitive Procurement Coordinator shown in Section II in writing, on or before the Deadline for Written Questions and Comments as detailed in Section II, Part A Schedule of Events. Each question should specify the RFGP sections to which questions pertain. Questions should be emailed, mailed or hand-carried to the Competitive Procurement Coordinator at the address shown in Section II of this RFGP.

The State's written responses to written questions will be considered official. Written responses will be emailed to potential proposers as indicated in Section II, Part B and on the date indicated in Section II, Part A Schedule of Events. Responses will also be available at the following website <http://tn.gov/health/article/funding-opportunities>. The responses will be included in the RFGP thereby as an amendment.

D. Submission of Proposals:

The proposer must submit a proposal by online submission via the following link no later than the deadline specified in Section II, Part A Schedule of Events in the form and detail specified in this RFGP. Please contact the Competitive Procurement Coordinator at the address as specified in Section II with any issues or concerns with online submission.

Web Link: <http://tn.gov/health/article/funding-opportunities>

It is the sole responsibility of the proposer to ensure that its proposal is delivered at the date and time specified in this RFGP in Section II, Part A Schedule of Events. A late proposal will not be accepted for review and evaluation by the State.

The proposal filing deadline is important. If proposals are submitted late, they are deemed to be late. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of proposal submission. Proposers are advised to avoid waiting until the last minute to submit proposals.

Each Proposer shall assume the risk of the method of dispatching any communication or proposal to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

E. Proposal Amendment and Rules for Withdrawal:

A proposal may be withdrawn prior to the proposal due date by submitting a written request for its withdrawal to the State, signed by the proposer and mailed to the Competitive Procurement Coordinator shown in Section II, Part A.

The State shall not accept any amendments, revisions, or alterations to proposals after the proposal due date, unless formally requested in writing by the State prior to that time.

Any submitted proposal shall remain a valid proposal for six (6) months after the proposal due date.

F. Acceptance of Proposals:

All proposals properly submitted shall be accepted for evaluation. However, the State reserves the right to request clarifications or corrections to proposals, reject any or all proposals received, cancel, or withdraw this RFGP, according to the best interests of the State.

Requests for clarifications or corrections by the State may be in writing or may be oral. Requests for clarifications or corrections by the State shall not allow the proposer to alter its technical proposal or price contained in the grant budget, if any. Proposers' responses to State requests for clarifications or corrections shall be in writing and signed by an individual authorized to commit the proposer. Written responses to the State shall be received by the Competitive Procurement Coordinator shown in Section II, Part A, pursuant to time frames set forth in the State's request for clarification of corrections.

The State reserves the right to waive variances in proposals providing such action is in the best interest of the State.

Where the State may waive variances, such waiver shall not modify other RFGP requirements or excuse the proposer from full compliance with the remainder of RFGP specifications and other grant requirements if the proposer is awarded a grant.

G. Right to Further Negotiate:

The Department can, at its sole discretion, further clarify or negotiate with the best evaluated proposers subsequent to Notice of Intent to Award.

H. Assignment and Subcontracting:

The proposer must clearly identify in the proposal any intended subcontracts, the scope of work to be subcontracted, and the name(s) of potential subcontractor(s). All subcontracts must be approved by the State. The proposer (prime grantee), however, will be responsible for all work performed.

I. Incurring Costs:

All costs incurred by the proposer in preparing its proposal shall be borne by the proposer.

J. Disclosure of Proposal Contents:

All proposals and other materials submitted in response to this RFGP become the property of the State of Tennessee. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed budget information, shall be held in confidence during the evaluation process. Only upon the completion of the evaluation of proposals, indicated by public release of a Notice of Intent to Award, shall the proposals and associated materials be open for review. By submitting a proposal, the Proposer acknowledges and accepts that the full contents of the proposal and associated documents shall become open to public inspection.

III. PROPOSER ASSURANCES AND REQUIREMENTS:

All proposers must submit the Letter of Transmittal for the Request for Grant Proposal which is signed by an individual legally authorized to bind the proposer regarding compliance with the assurances and submission requirements. If a proposer fails to submit a Letter of Transmittal or to comply with any of the requirements contained in the Letter of Transmittal, the State may consider the proposal to be non-responsive and reject the proposal.

IV. PROPOSAL FORMAT AND CONTENT:

Your proposal shall address Sections IV.A, B, and C as follows. These sections shall be evaluated by the State and awarded points based upon the appropriateness, completeness and quality of the proposal. The following format should be used:

A. Organizational Capacity: Organization, Experience and Staff
(30 TOTAL POINTS)

This section shall contain pertinent information relating to your organization, staffing and experience that would substantiate your credentials to perform the services requested by the State. The following information should be included, at a minimum:

1. Describe your organization's experience as it relates to this proposal
2. Describe your organization's demonstrated capacity with similar projects and populations. If your organization is requesting "continuation" of previously funded activities, these should be described and indicators of program success should be included.
3. If your organization is, or has been, in a contractual relationship with the State of Tennessee, please provide the following information:
 - State agency name
 - Time period of the contract
 - Services provided
4. Describe staff qualifications for the proposal. Include job descriptions, resumes, staffing pattern and other resources for implementing the project

B. Technical Proposal for Scope of Services:
(60 TOTAL POINTS)

This section should describe your plans and approach for providing the services requested. The information should be in sufficient detail to enable the State to ascertain your understanding of the services to be accomplished. The following information must be included, at a minimum:

1. Project Description/Understanding **(30 SUB-POINTS)**

You must provide a comprehensive narrative captioned, "Project Description/Understanding" that illustrates your organization's understanding of the State's requirements. The section must include the following information:

- Describe the target population and the geographic areas to be served.
- Describe the minimum numbers to be served, and an estimate of other persons to be impacted by your proposal.

- Describe how the program will focus on and meet the identified needs of the target population.
- Describe any gaps in services to be addressed by the project.
- Describe when, where and how often services will be delivered.

2. Project Approach (**15 SUB-POINTS**)

You must provide a comprehensive narrative captioned “Project Approach” that illustrates how your organization will provide the scope of services and meet the state’s service needs. The section must include the following information:

- Describe the overall services and specific activities to be provided by the project.
- Describe how the target population will be identified, recruited and retained.
- Describe innovative approaches to provision of services and the benefits of those approaches.
- Describe partnerships and involvement with other community agencies for the project.
- Describe the use of volunteers, if any.
- Describe any special program issues such as confidentiality, client safety, transportation, etc.

3. Project Management and Evaluation (**15 SUB-POINTS**)

The “Project Management and Evaluation” section must provide a description of the goals and objectives to be established to measure the project’s success, as well as how your organization will determine it has accomplished its goals in terms of impact upon project participants. The “Project Management and Evaluation” section must include the following:

- Identify the goals and objectives for the project to establish how the project will impact the target population.
- Identify the performance indicators to be used to measure the project’s success.
- Identify the data sources to be used to capture both benchmark and periodic outcome measures.
- Identify any potential barriers to the project’s success.

C. Grant Budget: (See Exhibit 1 for cost allocation for each region)
(10 TOTAL POINTS)

This section shall contain all information relating to cost, based on a line item budget. Complete the Grant Budget form, and attached line item details found in the Sample Grant Contract in Section VII. A position description should be provided with the expected qualifications for each position listed on the attached Salaries Detail. Indicate the percentage (%) of time a person’s salary is to be charged to the

proposed contract. A description of how dollars will be used must be provided for each line item completed.

Note: Please use the Department of Finance and Administration – Policy 03 Schedule A, (please refer to pages 11-16) for your use in determining which expense category an item should be listed in your grant budget. This policy can be found on the internet at the address listed below:

<http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>

V. PROPOSAL EVALUATION:

An evaluation committee made up of at least three (3) representatives of the Department of Health will be established to judge the merit of eligible proposals.

- A. Any proposal that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all proposals. The State reserves the right to request clarifications from all proposers.
- B. The committee shall analyze proposals on the basis of factors pertinent to the services requested in this RFGP. The specifications within this RFGP represent the minimum performance necessary for response.
- C. The Competitive Procurement Coordinator shown in Section II will meet with the evaluation committee to summarize and record their point awards on the proposal.
- D. Once total scores are finalized, the Competitive Procurement Coordinator shown in Section II will recommend to the Commissioner of the Department of Health the best evaluated proposal(s). Once approved by the Commissioner of the Department of Health, the Competitive Procurement Coordinator will send out the Notice of Intent to Award.

VI. GENERAL PROPOSER INFORMATION REGARDING GRANT CONTRACT:

A. Sample Grant Contract:

A Sample Grant Contract delineates the scope of services and/or options for the scope of services which the State expects the Grantee to provide (see Section A. of Sample Grant Contract). Additionally, the Sample Grant Contract includes the terms and conditions considered standard by the State. Do not complete the blanks in the Sample Grant Contract; the State will complete the blanks upon award of the Grant Contract.

B. Additional Services:

If a proposer indicates that services shall be provided beyond those described in the Sample Grant Contract, these additional services should be listed in the proposal and, if accepted by the State, will be included in the grant document.

C. Proposer Exceptions to the Sample Grant Contract and/or RFGP:

If a proposer has an exception or objects to any of the terms and conditions listed in the Sample Grant Contract, the exception(s) must be listed in the proposal. Similarly, if a proposer is unable to provide any information requested in the RFGP for evaluation, that information is to be listed along with an explanation as to why the proposer cannot comply with the RFGP. Exceptions may result in disqualification of the proposer's proposal.