

2526 Houston DSHS HOPWA RFP Question & Answer

Q&A June 17, 2025

Q1: For the final submission, what is the difference between the “original” and the required additional copies?

A1: This distinction originated when submissions required one ink-signed “original” and additional physical copies made from that version. However, with the acceptance of electronic signatures, all submitted copies are now considered original. Therefore, you are required to submit six (6) complete copies of the final RFP response and one (1) electronic version.

Q2: How should the electronic version be submitted?

A2: The applicant can submit the electronic copy via USB included with the hard copies or via email. If submitting by email, it must be sent to Tiffany Shepherd at tshepherd@hivtrg.org and ShaTerra Johnson at sjohnson@hivtrg.org. All electronic submissions must comply with the stated submission requirements and must be received no later than Thursday, June 17, 2025, by 5:00 PM CST.

Q3: Please note that Question #9 has been removed from the list of required narrative questions.

Applicants should disregard this item when preparing their responses. This does not modify the page limitations.

Q&A June 27, 2025

Q1: For the services listed, do we have to request funding for all of the services listed (STRMU, TBRA, PHP, HCM) or can we select one of the services?

A1: The HOPWA activities listed in the RFP are bundled. Applicants must be prepared to administer all listed activities (STRMU, TBRA, PHP, and HCM) within the designated HSDA. Partial applications for selected services will not be considered.

Q&A July 14, 2025

Q1: For Admin and HCM services, would this fall under personnel? If our submitted LOI had this amount at greater than the 7% administrative cost cap, would we need to readjust this amount?

A1: In looking at the budget template you have an administrative cap of 7% of your total budget. Housing Case Management is not a component of Administration; it's a separate housing activity. Personnel costs can be allocated across both administrative and direct services depending on the role and responsibilities of the staff. For example, you may have an accountant that processes TBRA checks. That personnel could be 5% TBRA and 5% Administrative. You may have a Housing Case Manager and apply a percentage of FTE across direct services and HCM.

A2: If the LOI has administration higher than 7%, you should make the adjustment on the RFP submission to meet the requirement. If your Letter of Intent (LOI) lists administrative costs above the 7% cap, then, yes, you must readjust those costs in your RFP submission to ensure

compliance with the 7% administrative cost cap.

Example of Personnel across cost categories:

Line Item Budget			Direct Service Activities			CM	(7% Cap)	Total
Personnel	Salary	% FTE	TBRA	STRMU	PHP			
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Include calculation for each position			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
and for each column			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Superman Accountant	100000	10%	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 20,000
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Salaries			10,000	0	0	0	10,000	20,000

Q2: For TBRA, STRMU, PHP which fall under the “other” category, would these need to be broken down by each potential service (i.e. for STRMU 5k for mortgage 1k utilities 5k rent estimated amounts, etc.) or can it just be the whole amount (like 11k - STRMU)?

A1: The individual activities (TBRA, STRMU, PHP) should be allocated in the gray section (see below). You will allocate the service activities in whole numbers (ex. TBRA- \$10,000), under their respective program activity columns, not broken down by subcategories (e.g., rent vs. mortgage). You are not required to breakout STRMU by allowable cost, just a whole estimate (ex. STRMU \$10,000).

A2: The “**Other**” category in the budget template refers to traditional operational expenses (e.g., rent, telephone, supplies, printing), not program service activities like TBRA, STRMU, or PHP.

- Example:
 - ☒ Correct: STRMU – \$11,000
 - ☒ Not Required: STRMU – \$5,000 mortgage, \$1,000 utilities, \$5,000 rent

Q3: The budget says to include the unduplicated client count (UDS) and units of services (UDS) per service – where should this information be placed on the budget?

A1: The UDC/UOS should be inserted into the yellow section (see below). These numbers are estimates for the entire funding period. The counts help show the scope and expected output of services tied to the requested funding.

UDC (Unduplicated Client Count) = Total number of *unique* clients you plan to serve over the 12-month grant period.

UOS (Units of Service) = Total number of *service units* you anticipate delivering (e.g., nights of housing, utility payments, case management sessions).

38	Other:							
39	Example: Rent		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Example: Audit		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41								
42								
43								
44								
45	Service Delivery:							
46	STRMU (include UOS/UDC)			10,000				
47	TBRA (include UDC/UOS)		10,000					
48	PHP (include UDC/UOS)				5,000			

Q&A July 14, 2025

Q1: For Form C: HOPWA Project Sponsor Data Sheet – it asks for the details of the project sponsor and administrative agency. Who is the project sponsor? Is it us—the organization applying and enacting HOPWA services? Are we not the administrative agency? Are we both? Kindly clarify, thank you!

A1: The Project Sponsor is the organization that receives grant funding to carry out eligible activities under the Housing Opportunities for Persons with AIDS (HOPWA) program. The proposed organization, The Resource Group is the Administrative Agency.

Q2: For the project narrative question 10 – it asks if we plan to impose annual CAPS. Can you please clarify what a CAP is (is it amount of monetary aid, patient number, etc.) and is this only for HOPWA funds?

A1: CAPs do not refer to the number of patients served but rather to the amount of aid provided per household. This question refers only to HOPWA-funded services, such as STRMU. If you're considering imposing a CAP on any other HOPWA activity (e.g., TBRA, PHP), that should also be explained.

- A STRMU cap refers to the maximum amount of assistance a household can receive under the Short-Term Rent, Mortgage, and Utility (STRMU) program funded by HOPWA. If your organization proposes to further restrict that assistance by imposing a stricter annual cap, that will need to be clearly described in your response.

Q3: General question – is there or will there be a system that we can refer to in order to avoid duplication of housing assistance services among our client pool?

A1: Currently, the Texas Department of State Health Services (DSHS) utilizes the Take Charge Texas (TCT) database as the centralized data management system for tracking and reporting services provided to clients. While TCT helps support coordination of care, it is not currently configured to flag or prevent duplication of housing assistance services specifically. Once grant funds are awarded, The Resource Group (TRG), as the Administrative Agency, will collaborate with Project Sponsors to develop policies and procedures aimed at preventing duplication of housing services across the client pool.

Q4: For the services listed, do we have to request funding for all of the services listed (STRMU, TBRA, PHP, HCM) or can we select one of the services?

A1: The listed services (STRMU, TBRA, PHP, and HCM) are part of a bundled service package, meaning the awarded organization is expected to provide all four activities. However, you are not required to allocate funding equally across each service. You may distribute the funds based on your proposed project goals and community needs, such as allocating more to TBRA and less to PHP, as long as all components are available.