



The City of
OKLAHOMA CITY

Planning Department

Housing and Community Development Division
420 W. Main, Suite 920 Oklahoma City, OK 73102

NOTICE OF FUNDING AVAILABILITY

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) 2025-2026

RFP Announced: Wednesday, July 9th, 2025

Responses Due: 8:00 PM on Wednesday, August 6th, 2025

Late submissions will not be considered.

Point of Contact

Jerod Shadid

Program Planner – Homeless Services

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(405) 201-4181

Introduction

On behalf of the Key to Home Partnership, the City of Oklahoma City, the lead agency for the Continuum of Care (CoC), seeks proposals from experienced nonprofit and governmental agencies to provide eligible services for the 2025-26 Housing Opportunities for Persons with AIDS (HOPWA) program. Funds in the amount of \$1,376,943 have been provided to the City of Oklahoma City by the Department of Housing and Urban Development (HUD) to use in providing housing and services to meet the needs of persons living with HIV/AIDS.

The City will review each proposal in regard to conformance with the guidelines outlined below as well as HUD's HOPWA program requirements. This solicitation outlines the type of programs requested and criteria that must be followed by each entity wishing to be considered for funding. Applicants can apply for all or part of the funds available. Available funds are drawn on a reimbursement basis.

Applicants with projects approved for funding will enter into an Operating Agreement, which will define HOPWA program regulations and special project terms and conditions.

This RFP describes the projects, scope of services, organization selection process, and all the information that must be included in the proposal. Failure to submit information per the RFP's requirements and procedures may lead to disqualification. This solicitation can also be found online at:

<https://www.okc.gov/departments/planning/programs/homelessness/continuum-of-care>.

Program Goals

- Establish or better maintain a stable living environment.
- Reduce the risk of homelessness.
- Provide for an individualized comprehensive housing and services plan, including case management and improved access to and usage of HIV/AIDS treatment and other health care.
- Encourage the self-sufficiency and stability of participants by securing eligible mainstream resources and other services that bolster independence as well as employment for participants when feasible. (Mainstream programs may include Food Stamps, Ryan White Services, SSI, WIA and similar Federal and State programs).
- Coordinate with other public / private agencies serving persons with HIV/AIDS.
- Provide confidentiality for program participants.

Subrecipient Requirements

- Must comply with **24 CFR Part 574**.
- Participate in the local **Continuum of Care (CoC)** and **Coordinated Entry** (as applicable.)
- Use **HMIS** for data collection and reporting
- Demonstrate capacity to deliver eligible services and meet performance outcomes.

RFP Schedule

Release Date	Wednesday, July 9, 2025
Technical Assistance Session	Tuesday, July 15, 2025 – 2PM
Written Question Due By	Tuesday, July 22 , 2025 – 5 PM
Due Date/Time for Proposals	Wednesday, August 6, 2025 – 8 PM
Selection and Notification	Week of August 11-15, 2025
Target date for returned, agency executed contracts	Friday, August 22, 2025
Target date for City Council approval	Tuesday, September 9, 2025

Proposal Submission

Instructions for Submission of Full Proposal: Applicants must submit all application materials electronically in PDF format, including all attachments. *Proposals not received by the response submission deadline or those that do not adhere to the submission instructions described herein shall not be accepted or considered by the CITY.*

ALL PROPOSALS MUST BE SUBMITTED VIA THE FOUNDANT PLATFORM. TO ACCESS THE FOUNDANT PLATFORM, CONTACT ERIKA WARREN AT Erika.warren@okc.gov AND CC JEROD SHADID AT jerod.shadid@okc.gov.

- The evaluation committee may consider any other relevant criteria and is free to make any recommendations it determines are in the best interest of the HOPWA Program.
- To be considered a complete proposal, the response should include the specified content and sequence of information described in this RFP.
- The CITY reserves the sole right to select the most qualified agencies based on its determination of overall cost effectiveness and impact, which is most advantageous to the CITY. Multiple awards will be made.
- Following its initial reviews and preliminary funding determinations, the CITY will provide written notice to each applicant of its application status. CITY will notify all applicants of the status of their proposal. The City reserves the right to reject an application entirely, provide partial funding, seek further clarifications from applicants, or negotiate alternative award terms.
- The City reserves the right to request additional project-related information at any point during the proposal review process and may initiate budget negotiations as needed. Applicants with successful proposals will be required to submit further documentation prior to contract award.

Instructions for Submitting Written Questions

Please submit all questions, in writing, by 5:00 PM Central Standard Time on Tuesday, July 22nd, 2025 to jerod.shadid@okc.gov and cc sharon.leveston-sharpe@okc.gov.

Please contact Jerod Shadid at (405) 297-3608 or jerod.shadid@okc.gov or Sharon Leveston-Sharpe at (405) 297-1712 or sharon.leveston-sharpe@okc.gov for any questions you may have regarding this solicitation.

Technical Assistance

A technical assistance/question-and-answer meeting will be held on **July 15th, 2025 at 2 PM via Microsoft Teams**. Attendance is required for all applicants. Use the link below to join the meeting.

[Join the meeting now](#)

General Terms and Conditions

Incurred Expenses: The applicant is entirely responsible for developing the proposals, and the CITY will not charge or reimburse the applicant for these costs.

Public Records: All proposals submitted in response to this RFP become the property of the CITY and, according to applicable law, may become public records, subjecting the proposal to public review.

Contact with CITY Staff: Unless otherwise authorized herein, applicants who are considering submitting a proposal in response to the RFP, or who submit a proposal in response to this RFP, are prohibited from communicating with CITY staff regarding this RFP from the date this RFP is issued until one or more contracts are awarded.

For the purpose of clarity, potential applicants may submit clarifying questions to the appropriate CITY staff. In responding to any such questions, the CITY will generally provide summaries of the questions and a specific response to all agencies that, to the knowledge of the CITY, have expressed an interest in the RFP. Further, nothing in this provision is intended to prohibit ongoing contact between an applicant and CITY staff in the normal course of any current contracts between the City and a given agency.

Revisions to the RFP: The CITY reserves the right to revise the RFP before the date proposals are due. Notifications of all revisions to the RFP shall be posted on the CITY's website. The CITY also reserves the right to extend the date by which proposals are due. Additionally, the CITY reserves the right not to make any awards under this RFP or issue additional RFPs for the same or similar purposes.

Additional Information: The CITY reserves the right to request further information and/or clarification or to waive any irregularity or informality in any or all responses to this RFP.

Disqualification: Failure to comply with the requirements of this RFP may result in disqualification. Incomplete proposals may be considered non-responsive and rejected.

Payment for Services: The CITY will provide HOPWA funds on a reimbursement basis only pursuant to HUD and CITY requirements and the terms of the agreement between the CITY and any agency receiving funding.

Eligible Applicants

Applicants must be private nonprofit (registered 501c3) organizations or government entities, demonstrate sufficient experience for the proposed activity or project, and have the current capacity to administer and carry out the project. Items listed as "Attachments" must also be submitted for an application to be considered.

Contract Term and Conditions

Contract Term: Retroactive to July 1, 2025 – June 30, 2026

Eligible Services

Applications can include one or more of the eligible HOPWA activities:

- Housing information services including, but not limited to, counseling, information, and referral services to assist an eligible person to locate, acquire, finance and maintain housing. This may also include fair housing counseling;
- Acquisition, rehabilitation, conversion, lease, and repair of facilities to provide safe and decent housing;
- New construction;
- Project or tenant-based rental assistance, including shared housing arrangements;
- Short-term rent, mortgage, and utility payments to prevent homelessness;
- Supportive services, including health (eligible persons only), mental health services, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, customized employment services, day care, personal assistance, nutritional services, intensive care when required, and assistance gaining access to local State, and Federal government benefits and services

Applicant administrative expenses cannot exceed a maximum of 7% of the grant request—the City retains 3% of the grant.

Evaluation and Selection

The CITY/Key to Home intends to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. This included making recommendations to the Allocation Committee and ensuring project adherence to the CoC policies and priorities.

Allocation Committee:

The CITY/Key to Home will utilize the Allocation Committee of the CoC Board of Directors as the Selection Committee to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Selection Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any Respondent (or representative of any Respondent) to contact or influence any member of the Selection Committee may disqualify the Respondent.

Evaluation Criteria:

Proposals meeting the minimum submission requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Selection Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighed according to their relative importance.

The City/Key to Home will select a Respondent following the following procedures:

1. The Selection Committee will first evaluate and rank the responsiveness of the RFP responses against the criteria listed below and provide an assessment of that score.
2. A Respondent may receive the maximum percentage, a portion of the percentage, or no percentage at all, depending upon the merit of its response, as judged by the Selection Committee using the scoring criteria outlined in the Program Evaluation/Scoring Rubric.
3. During the review of any proposal, the Selection Committee may:
 - a. Conduct reference checks relevant to the proposal with any or all the references cited in the Proposal to verify all information and rely on or consider all relevant information from such cited references in evaluating the proposal.
 - b. Seek clarification of a Proposal from any or all Respondents and consider such supplementary information when evaluating Proposals.
 - c. Request interviews/presentations with any, some, or all Respondents or Team Members to clarify any questions or considerations based on the information included in Proposals during the evaluation process, and consider any supplementary information obtained from interviews/presentations as part of the evaluation.
 - d. Review prior contract compliance, data quality, and the achievement of outcomes. Applicants whose contracts were terminated in the prior 12 months may be excluded from consideration.
4. Review of substantiated grievances in the prior 24 months.

Threshold Criteria

- **Eligibility of Applicant:** Applicant must be a nonprofit organization or unit of local government eligible under HUD regulations.
- **Eligible Activities:** Proposed activities must be eligible under HOPWA regulations.

- **HMIS Participation:** Applicants must use HMIS or a comparable database (for Victim Service Providers only) for data collection and reporting.
- **Timely Submission:** Application must be submitted by the deadline and include all required documentation.
- **Compliance History:** Applicant must not be debarred or suspended and must be in good standing with HUD and local CoC.

Evaluation Criteria

Evaluation Category	Criteria Description	Points Available	
Statement of Work	Overall description of project, goals and policies	20	
Capacity	Experience serving people living with HIV/AIDS, complying w/ Fed requirements. Agency has the ability to undertake the proposed work. Agency has internal quality controls, fiscal controls and budget monitoring procedures that are adequate to manage the program	25	
Proposed Goals	Agency provided attainable and measurable goals and outcomes for the project	10	
EMSA Area	Agency has plan of how it will serve the seven county EMSA area	10	
Data Quality	Agency has a process and plan to collect, enter and report project level data	10	
Supportive Services Plan	Description of plan to ensure that all HOPWA participants will receive supportive services, including a plan for providing care as a resident's health status changes	15	
Collaboration with Community Partners	Agency is actively collaborating with community partners	10	
Total Points Available		100	