

Mission:

To protect, promote and improve the health of all people in Florida through integrated state, county and community efforts.



Ron DeSantis
Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the Healthiest State in the Nation

Questions and Answers

RFA25-004

FLORIDA STATE HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

DATE: April 17, 2026

TO: Applicants

FROM: Division of Disease Control - Bureau of Communicable Diseases
Florida Department of Health

SUBJECT: Questions and Answers: RFA#25-004

Question #1. Define key personnel. Is this all personnel who will be working on this, or which positions are included?

Department Response:

Key personnel are all of the staff that will be needed to work on the proposed HOPWA project, including identifying those staff that will be paid out of the funds from the project (any full-time and part-time staff currently employed or vacant positions) and including those staff that may be in-kind.

Question #2. Please give an example of an objective for this contract. Many of the gaps and barriers to stability are outside the scope of this project including housing costs and supply, and criminal backgrounds. Would these be suitable objectives: "100% of TBRA clients will have a budget with a goal." "100% of clients will have a plan of care." "At least 5% of clients will complete a satisfaction survey annually" "At least 10% of clients will have a chart review each month"

Department Response:

Yes, there are many factors that are outside of one's control when it comes to providing HOPWA housing and support services assistance to clients just like the ones you have listed. And the objectives you have listed are suitable. All we ask is that any objectives result in achieving the following Florida State HOPWA Program goals making sure that the geographic area(s)/county(ies) applied for are covered to ensure access to HOPWA housing services throughout the coverage area(s)/county(ies):

1. Reduce the risk of homelessness among people living with HIV/AIDS and their families.
2. Establish or better maintain a stable living environment.
3. Improve access to HIV treatment and other health care support (housing is health care).

Question #3. Subcontracts are generally written to mirror the primary contract. Can we get a copy of the primary contract and proposed statement of work?

Department Response:

The primary contract (the Attachment I) is not finalized. There is no statement of work. The Standard Contract will be posted with the answers to these questions.

Question #4. The following forms were mentioned and/or not listed: "application official form" (section 4.1), lobbying and debarment form, subcontractors list form (attachment K, attachments A-J?), and Executive Compensation Disclosure and Attestation Survey. What is your guidance on these?

Department Response:

Please see Section 4.1. of the RFA, "Applicants must use the official form attached to this RFA. Alternate forms may not be used."

The following forms will be posted along with the answers to these questions on the websites listed in the HOPWA RFA25-004 Timeline:

Application Form

Certification Regarding Lobbying form

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form

Subcontracting Tracking Form

Subcontractors List Form (Attachment K), See Sections 8.10 and 9.12 of the RFA

Lobbying and Debarment Form, See Sections 5.7 and 9.10 of the RFA

Executive Compensation Disclosure and Attestation Survey See Section 8.2 of the RFA

Question #5. The Management Plan asks how the program will be sustained once the program ends. Will the benefits from case management and shared resources continue? No program will be able to pay rent without funding. What are your expectations for this sustainability plan?

Department Response:

We do realize that without continuing funding that many programs including the Florida State HOPWA Program may not feasibly be able to continue providing the same level of services or any services. Accordingly, as part of the management plan is to see how applicants plan to try to continue services once funding ends. Some examples of continuation of services would be to identify local housing resources and/or to collaborate and engage with the applicable local housing resources so that clients may have some sort of alternative housing assistance if HOPWA funding is unable to continue.

Question #6. For 6.3, is an electronic signature suitable?

Department Response:

Yes.

Question #7. 2.6 Project Requirement 4 "Designate a representative to activity participate in the planning process organized by the local housing coalitions..." Is there a list of such coalitions for each area? Or is there a state-designated coalition? In larger areas there may be multiple coalitions creating additional burden for the Providers with many such coalitions. How will this undue burden be addressed? It seems like in Areas 3/13, for example, it would be a heavy lift to stay on top of a homeless coalition in each of the fifteen (15) counties. Again, to what extent would an entity provided services in Areas 3/13 be expected to engage potentially 15 different county housing coalitions?

Department Response:

Yes, each county or area has their local homelessness planning coalition/Continuums of Care (CoC). It is not required to participate in a statewide coalition. For areas with multiple counties, as long as there is participation in at least one of the local homelessness planning coalition/CoC, then this requirement is met and there is no undue burden for limited staff covering an area with multiple counties. The purpose of having this requirement is that by being a part of the local homelessness planning coalition/CoC, HOPWA project sponsors can collaborate and engage with other housing service providers and stakeholders for awareness of each other's different programs for referrals as well as trying to help each other with local housing challenges that can be beneficial to all parties involved.

Question #8. 5.7 Appendices: Should the resumes of subcontractor's staff be included in Appendix C.3?

Department Response:

Yes, especially if subcontractor staff will be providing the majority of HOPWA services.

Question #9. In Section 3.1 it states that "public and non-profit entities are eligible applicants for this RFA." Are the local departments of health (that is, the units of the FDOH located in each county) eligible to apply for funding under this RFA? If not, would they be eligible as subcontractors?

Department Response:

The local county health departments (the Florida Department of Health located in each county) do not need to apply for funding under the HOPWA RFA25-004. However, they are eligible to be subcontractors or may be the actual HOPWA project sponsor.

Question #10. In Section 2.6 Project Requirement, Item 7) says that we must "provide the most up-to-date list of housing assistance to all clients each month..." Are these resources that must be provided a list of resources that we are providing/coordinating through the HOPWA program or is it an exhaustive list of all general housing resources (many of which may be beyond the scope of the HOPWA program)?

Department Response:

This is a list of both (HOPWA related and some of the general housing resources). HOPWA related resources include the housing landlords that the HOPWA program works with and the HOPWA supportive services offered if any. General housing resources include the other different housing resources in the local area(s)/county(ies) that are being served so that clients are made aware of these other housing resources and can be referred to these resources if needed, especially if the HOPWA program is unable to assist for some reason (e.g., ineligible for HOPWA services, HOPWA budget line item constraints, a HOPWA allowable service is not offered by the HOPWA project sponsor). These general housing resources for client referral include other housing assistance agencies, supportive services, privately owned and government subsidized rental units that offer below fair market rents, and community events that may be of interest to clients. The list for the general housing resources does not have to be an exhaustive list.

Question #11. In Section 4.2 Order of Application Package in the RFA Applications Checklist regarding the components of Appendix C, Item C.5 says we need "a letter from the local homelessness planning Coalition Chair confirming participation of agency personnel identified as participants of the planning coalition." Will one letter only suffice even if we are in a region with say fifteen (15) counties and there may be multiple homelessness Coalitions?

Department Response:

Yes, one letter will suffice.

Question #12. What specific federal regulations govern the Florida State HOPWA Program?

Department Response:

See sections:

- 1.1., Program Authority
- 1.3, Program Purpose
- 2.3, Program Expectations
- 3.7, Use of Grant Funds of the RFA

Question #13. Which Florida Statutes are relevant to the administration of the HOPWA Program?

Department Response:

See sections 1.1., Program Authority and 3.7, Use of Grant Funds of the RFA

Question #14. How will the Florida Department of Health determine grant awards?

Department Response:

See sections:

- 1.2, Notice and Disclaimer
- 7.3, Grant Awards
- 7.4, Award Criteria of the RFA

Question #15. What factors influence the availability of funds for this program?

Department Response:

See section 1.4, Available Funding of the RFA

Question #16. What is the main objective of the RFA in terms of services provided to individuals living with HIV/AIDS?

Department Response:

See sections 1.3. Program Purpose; 2.1, Background; 2.4., Applicant Project Results; and 5.3, Objectives of the RFA

Question #17. What responsibilities do project sponsors have under this program?

Department Response:

See sections:

- 1.3. Program Purpose
- 2.3, Program Expectations
- 2.4, Applicant Project Results
- 2.6, Project Requirement
- 3.7, Use of Grant Funds
- 8.0, Reporting and Other Requirements of the RFA

Question #18. What is the total funding available for the Florida State HOPWA Program services?

Department Response:

See section 1.4, Available Funding of the RFA

Question #19. Can applicants apply to serve multiple geographic areas, and what are the restrictions?

Department Response:

Yes. See Sections 1.4, Available Funding and 7.3, Grant Awards of the RFA

Question #20. Is there a matching funds requirement for applicants to this RFA?

Department Response:

No, answered as per Section 1.5, Matching Funds, page 2.

Question #21. What is the mission of the Florida Department of Health regarding public health services?

Department Response:

Answered in the following Sections of the RFA:

1.3, Program Purpose, page 1

2.1, Background, page 3

Question #22. How does the Florida State HOPWA Program aim to prevent homelessness among individuals with HIV/AIDS?

Department Response:

Answered in the following Sections of the RFA:

2.1, Background, page 3

3.7, Use of Grant Funds, pages 8-9

Question #23. What are the key expectations for applicants in terms of service delivery?

Department Response:

Answered in the following Sections of the RFA:

2.3, Program Expectations, pages 3-4

2.4, Applicant Project Results, page 4

2.6, Project Requirement, pages 4-7

3.7, Use of Grant Funds, pages 8-9

8.0, Reporting and Other Requirements (8.1-8.3), pages 16-17

Question #24. Which regulations must applicants adhere to when performing tasks covered by the contract?

Department Response:

Answered in the following Sections of the RFA:

1.1, Program Authority, page 1

1.3, Program Purpose, page 1

2.3, Program Expectations, page 3

3.7, Use of Grant Funds, page 8

Question #25. What documentation must applicants provide regarding their planned goals for the contract term?

Department Response:

Answered in the following Sections of the RFA:

2.6, Project Requirement, pages 4-7

8.3, Post Award Requirements, page 17

Question #26. How often must HOPWA Housing Case Managers submit reports to the Contract Manager?

Department Response:

It depends on the report as answered in the following Sections of the RFA:

2.6, Project Requirement, pages 4-7

8.3, Post Award Requirements, page 17

Question #27. What specific goals must applicants achieve to align with the Florida State HOPWA Program objectives?

Department Response:

Answered in the following Sections of the RFA:

2.1, Background, page 3

2.4, Applicant Project Results, page 4

Question #28. How should applicants address unmet needs in their proposals?

Department Response:

This is up to applicants to address in their proposals since unmet needs can vary by area(s)/county(ies), so this depends on the proposed area(s)/county(ies) to serve and the local resources available in accordance with Section 2.4, Applicant Project Results, of the RFA page 4, and to be addressed in applicants' Program Plan (Section 5.4, Program Plan, of the RFA page 12).

Question #29. What is the required order for submission items in the application package?

Department Response:

Answered in the following Section of the RFA:

4.2, Order of Application Package, pages 10-11

Question #30. How many pages are allowed for the Project Summary and the Statement of Need?

Department Response:

Answered in the following Section of the RFA:

4.2, Order of Application Package, page 10

Question #31. What should the Evaluation Plan include to demonstrate the effectiveness of the proposed project?

Department Response:

Answered in the following Section of the RFA:

5.5, Evaluation Plan, page 12

Question #32. What information must applicants provide regarding their organizational structure and staffing?

Department Response:

Answered in the following Section of the RFA:

5.7, Appendices, page 13-14 (Appendix C)

Question #33. What are the submission methods for applications, and what guidelines must be followed for electronic submissions?

Department Response:

Answered in the following Sections of the RFA:

6.2, Submission Methods, page 14 (only Electronic Submission of Applications)

6.3, Instructions for Submission of Applications, pages 14-15

6.4, Where to Send Your Application, page 15

Question #34. What happens if an application is incomplete or does not conform to the criteria?

Department Response:

Answered in the following Section of the RFA:

7.1, Receipt of Applications, page 15

Question #35. How will applications be scored, and what is the maximum score possible?

Department Response:

Answered in the following Sections of the RFA:

7.1, Receipt of Applications, page 15

7.2, How Applications are Scored, pages 15-16

7.4, Award Criteria, page 16

Question #36. What criteria will the Department of Health use to determine funding decisions?

Department Response:

Answered in the following Sections of the RFA:

1.2, Notice and Disclaimer, page 1

7.3, Grant Awards, page 16

7.4, Award Criteria, page 16

7.5, Funding, page 16

8.3, Post Award Requirements, page 17 (The Department reserves the right to evaluate the organization administrative structure, economic viability, and ability to deliver services prior to final award and execution of the contract.)

Question #37. What are the post-award requirements that selected applicants must fulfill?

Department Response:

Answered in the following Sections of the RFA:

2.6, Project Requirement, pages 4-7

8.3, Post Award Requirements, page 17

Question #38. How will subcontracting be handled under the contract resulting from this RFA?

Department Response:

Answered in the following Section of the RFA:

8.1, Subcontracting, pages 16-17

This is not a competitive solicitation subject to the notice or challenge provisions of section 120.57(3), Florida Statutes.

**Florida Department of Health
Division of Disease Control and
Health Protection**

4052 Bald Cypress Way, Bin A-09 • Tallahassee, FL 32399
PHONE: 850-245-4422 • FAX: 850-412-1157

FloridaHealth.gov



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