



RFA #001 Ending the HIV Epidemic 2021  
Request for Applications (RFA)  
Pre-Bid Conference Call

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JUNE 17, 2021

2 – 3:30 PM CDT

ONLINE VIA MICROSOFT TEAMS

# AGENDA

1. Welcome & Introductions
2. Overview
3. Scope of Work
4. RFA Submission Instructions
5. Application
6. Important Dates
7. Q&A

# Welcome & Introductions

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- Introductions and Attendance Information
- Housekeeping
- Everyone is muted for the call until the Q&A
- Materials for meeting located on the RFA website
- Questions during the presentation can be typed in the Chat OR sent to [APHHIVRESOURCESADMIN@austintexas.gov](mailto:APHHIVRESOURCESADMIN@austintexas.gov). Questions emailed may not be answered during the presentation. Please use the subject line: 'Ending the HIV Epidemic RFA Question'
- After the presentation: Comments and questions need to be submitted via email to [APHHIVRESOURCESADMIN@austintexas.gov](mailto:APHHIVRESOURCESADMIN@austintexas.gov). Please use the subject line: 'Ending the HIV Epidemic RFA Question'
- We will be recording the presentation and it will be available in the Chat after the presentation

# RFA Overview

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The City of Austin (City) Public Health Department seeks applications for this RFA from qualified healthcare agencies, leadership groups, nonprofit organizations, AIDS service organizations, and interest organizations (Applicants) to provide services supporting and streamlining care delivery along the HIV continuum. These services aim to reduce HIV incidence among vulnerable populations, and to support linkage to care, care retention, and viral suppression among people living with HIV in Austin/Travis County.

# RFA Overview

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The national Ending the HIV Epidemic (EHE) Initiative centers on addressing enduring disparities across the HIV Care Continuum by developing and implementing innovative strategies supporting the four core pillars of diagnose, treat, prevent, and respond. Services solicited in this RFA will focus on:

- Pillar 1: Diagnose – Testing
- Pillar 2: Treat – Peer Support for HIV positive clients
- Pillar 2: Treat – Rapid ART initiation for newly diagnosed clients
- Pillar 2: Treat – Transportation services for HIV clients
- Pillar 3: Prevent – PrEP/nPEP

\*ART (Antiretroviral Treatment)

\*\*Rapid ART is defined as ART medication intake within 72hrs of a newly HIV positive diagnosis

# Funding & Timeline

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These pillars and services will be funded by two (2) separate grant sources (1. HRSA; 2. CDC) aimed to achieve similar EHE initiative objectives. Applicants may apply for one or more of the services, regardless of funding source. Awards will be divided among pillar strategies. The exact number of awards per pillar/strategy will in part, be dependent upon the applications submitted.

**Grant Source 1:** Ending the HIV Epidemic: A Plan for America – Ryan White HIV/AIDS Program Part A – UT8HA33918

**Jurisdiction:** Austin/Travis County

**Funded by:** Health Resources and Services Administration (Federal)

**Funds:** Pillar 2 Treat

**Total funding available:** \$800,000

**Anticipated contract period:** 8/31/2021 – 2/28/2025

**Grant Source 2:** Ending the HIV Epidemic: A Plan for America – CDC – Texas Department of State Health Services (DSHS) Grant PS20-2010

**Jurisdiction:** Austin/Travis County

**Funded by:** DSHS (State)

**Funds:** Pillar 1 Diagnose, and Pillar 3 Prevent

**Anticipated contract period:** 8/31/2021 – 7/31/2025

**Total funding available:** \$159,322

# Funding & Timeline

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## **Anticipated Number of Awarded Agreements:**

Pillar 1 Diagnose – Testing: 1-2 awards

Pillar 2 Treat – Peer Support; Rapid ART; Transportation services: 2-5 awards

Pillar 3 Prevent – PrEP, nPEP: 1-2 awards

## **Available Funding:**

The minimum award is \$40,000 per year

The maximum award is \$250,000 per year for organizations applying for one activity in their application and \$325,000 per year for those applying for 2 or more activities

# Services Solicited: Client Eligibility Requirements

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## **HRSA EHE Client Eligibility:**

- The individual has a documented HIV diagnosis.
- There is no requirement that individuals meet RWHAP eligibility
- Funds are specifically intended to support people living with HIV in Austin/Travis County

## **CDC EHE Client Eligibility:**

- Funds are specifically intended to support people living with HIV in Austin/Travis County



# RFA Scope of Work

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# Pillar 1 – Diagnose: Testing

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## Strategies:

1. Testing in non-healthcare settings: Locally tailored HIV testing programs to reach persons in non-healthcare settings, specifically focusing on prioritized populations in various setting and during nontraditional hours. Ensuring awareness, education, testing and referral to prevention and care services
2. Testing in clinical settings: Routine opt-out HIV testing in healthcare and other settings. This includes awareness, education, testing, and referral to prevention and care services

# Pillar 2 – Treat: Peer Support Networks for PWH

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This activity will provide culturally appropriate services to promote linkage to and retention in care. Peer Support workers will identify barriers to ART adherence among participants in priority populations and assist with developing problem-solving strategies to overcome barriers. This activity should implement strategies to ensure that 95% of Black MSM, Latinx MSM, Black women, and Transgender participants are retained in care.

## **Strategies:**

1. Establishment, recruitment for, and facilitation of Peer Support activities (in person and/or virtual), support groups, or “buddy” systems to promote social safety nets and self-care practices.
2. Activities which help provide social support for people living with HIV in a peer/support group environment are encouraged.
3. The objectives of peer support activities must include (re)engagement to medical services, retention in medical services, and achieving viral suppression

# Pillar 2 – Treat: Rapid ART Program

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Develop a Rapid ART Program to ensure initiation of ART within 72 hours of a patient’s new HIV diagnosis. The Program aims to link 95% of Black MSM, Latinx MSM, Black women, and Transgender populations to ART within this designated timeframe.

## **Strategies:**

1. Develop and implement a community-wide Rapid ART Program for those newly diagnosed with HIV
2. Rapid ART is defined as ART medication intake within 72 hours of a newly positive HIV diagnosis, but the Program should have the long-term goal of practicing same-day ART

# Pillar 2 – Treat: Transportation services for PLWH

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Develop and implement a Pilot Rideshare Program for people living with HIV who experience transportation as a barrier to care. By supporting access to medical and support services, 95% of Black and Latinx MSM, Black women, and Transgender individuals utilizing the Rideshare Program will be retained in care..

## **Strategies:**

1. Develop a centralized Rideshare Pilot Program to provide transportation services to clients experiencing transportation barriers

# Pillar 3 – Prevention: PrEP/nPEP

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## Strategies:

1. Provide novel methods of PrEP/nPEP program implementation via telemedicine, technology-based applications, or same day PrEP/nPEP initiation
2. Develop PrEP/nPEP services in traditional (i.e. brick and mortar) or nontraditional settings (i.e. mobile units, emergency department, pharmacies, urgent care settings, family planning clinics, substance use treatment facilities, rape crisis centers)
3. Screen, refer, link, prescribe and track adherence to PrEP for HIV negative persons at risk for HIV infection interested in PrEP and nPEP
4. Refer HIV-negative persons at risk for HIV infection to other essential support services, to include screening and active referrals for healthcare benefits, behavioral health, and medical and social services (i.e. housing, mental health, transportation, and other services)

# RFA Scope of Work: Applicant Minimum Qualifications

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## All agencies applying for funding must:

- Be a non-profit organization able to conduct business in the State of Texas
- Have submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 900-EZ and state and federal payroll tax filings)
- Be eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information
- Be current in its payment of Federal and State payroll taxes
- Not owe past due taxes to the City
- Have the ability to meet Austin Public Health's Social Services Insurance Requirements
- Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget

# RFA Scope of Work: Application Evaluation

Applications will be evaluated based on the content of their application and then, an evaluation panel of subject matter experts from the City of Austin. A total of 110 points may be awarded to the application.

RFA #001-Ending the HIV Epidemic-2021		
<b>Evaluation</b>		
<b>Section A: Offer Sheet Required</b>	Applicants must print, sign, scan and hand deliver signed forms.	No points, but Applicant must submit Offer Sheet
<b>Section M: Standard Agreement</b>	Applicants must print, sign, scan and hand deliver signed forms.	No points, but Applicant must submit Offer Sheet
<b>Section F: RFA Application</b>		
<b>Part I. MINIMUM THRESHOLD REVIEW</b>		
Section 1: Fiscal and Administrative Capacity	Minimum threshold review Agency Information	No points awarded; must pass defined threshold
<b>Part II. SCORED APPLICATION SECTIONS</b>		
Section 2: Experience & Cultural Competence	Past Relevant Experience; Protocols and procedures; Staffing Ability to provide culturally competent services	15 points
Section 3: Partnerships & Collaborations	Formal and informal partnerships and/or collaborations to effectively develop, implement, deliver, and evaluate services articulated in this proposal Clearly describes the roles and responsibilities of each partner Signed Memorandum of Agreement with primary partner included	10 points
Section 4: Program Design	Innovation; Addressing disparities Focus on Priority Populations; Sustainability plan	50 points
Section 5: Data Collection and Quality Assurance	Ability to provide, document, and report performance and outcome measures; Strategies for improving services	20 points
Section 6: Budget Proposal and Narrative	Budget and budget narrative must be itemized, detailed, and align with proposed activities	5 points
Total: 100 Points		
<b>Part III. BONUS</b>		
<b>Section 1: BONUS Healthy Service Delivery</b>	Questions A-D	10 points



# Application Submission Instructions

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# Application Submission

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**ALL APPLICATION MATERIALS MUST BE HAND DELIVERED INSIDE A LARGER ENVELOPE OR BOX CLEARLY MARKED WITH THE SOLICITATION NUMBER “RFA #001 – Ending the HIV Epidemic – 2021” AND APPLICANT’S NAME TO:**

**HIV RESOURCES ADMINISTRATION UNIT, AUSTIN PUBLIC HEALTH,  
7201 LEVANDER LOOP, BUILDING H, AUSTIN, TEXAS, 78702**

**NO LATER THAN 12:00 PM CDT ON July 9, 2021**

**LATE APPLICATIONS WILL NOT BE ACCEPTED FOR ANY REASON**

# Application Submission Requirements

**Follow the exact instructions below in submitting Application(s).**

## **ENVELOPE #1: THRESHOLD REVIEW – ONE ENVELOPE PER APPLICANT**

**Only one (1) Envelope #1 is required of each Applicant. The envelope must be sealed and contain one (1) double-sided paper copy of the documents listed below.**

- Form A – Offer Sheet (this form)
- Form G – Application Threshold Checklist
- Current Board of Directors Bylaws
- Most recently filed IRS Form 990 or 990 EZ (no older than FY2019)
- Complete set of audited financial statements, including the auditor's opinion and any management letters, covering the two most recent consecutive audit years
- Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that reviews program performance, approves budgets, reviews financial performance, and approves audit reports
- Form J – City of Austin Certifications and Disclosures

The envelope must be labeled: **THRESHOLD REVIEW DOCUMENTS**  
**[NAME OF APPLICANT]**

## **ENVELOPE #2: APPLICATION DOCUMENTS – ONE ENVELOPE PER SERVICE CATEGORY**

**Applicants must submit one (1) Envelope #2 for each Activity applied for. The envelope must be sealed and contain five (5) double-sided paper copies, each containing all of the following elements. Use only a binder clip to separate each paper copy of the document set.**

- Form F – Application
- Form H – Program Budget and Narrative
- Form L – Program Staff Positions and Time

The envelope must be labeled: **APPLICATION DOCUMENTS**  
**[NAME OF APPLICANT]**  
**[PROPOSED SERVICE CATEGORY]**

## **REQUIRED USB FLASH DRIVE**

**Include one (1) USB flash drive that contains all information for the Applicant: All items in Envelope #1, and all items from all Envelopes #2 submitted. Label the flash drive with the Applicant's name. Organize the flash drive contents using appropriately named folders.**

# RFA Sections

This solicitation is comprised of the following required sections. Please ensure each section is carefully read, including those incorporated by reference.

FORM LETTER	TITLE	Requires Applicant Response
A	OFFER SHEET	X
B	STANDARD PURCHASE & SOCIAL SERVICES DEFINITIONS	
C	SCOPE OF WORK	
D	SUPPLEMENTAL PURCHASE PROVISIONS	
E	MODIFICATIONS TO THE STANDARD SOCIAL AGREEMENTS & EXHIBITS	
F	RFA APPLICATION	X
G	APPLICATION THRESHOLD CHECKLIST	X
H	PROGRAM BUDGET & NARRATIVE	X
I	CLIENT ELGIBILITY REQUIREMENTS	
J	CITY OF AUSTIN CERTIFICATIONS & DISCLOSURES	X
K	RFA STANDARD SOLICITATION_INSTRUCTIONS	
L	PROGRAM STAFF POSITIONS & TIME	X

# Form A: Offer Sheet

The Offer Sheet is required for your application to be valid and must be submitted



CITY OF AUSTIN, TEXAS  
 Austin Public Health  
 REQUEST FOR APPLICATION (RFA) OFFER SHEET



SOLICITATION NO: RFA #001 – Ending the HIV Epidemic – 2021

SOLICITATION NAME: Request for Applications for Ending the HIV Epidemic

DATE ISSUED:	June 14, 2021
RFA Application Date Due:	Friday, July 9, 2021, 12:00 PM CDT
Anticipated Start date of contract:	August 31, 2021
Questions regarding the RFA are due on or before	Wednesday, June 30, 2021, 12:00 PM CDT
Questions must be submitted in writing to	<b>Authorized Contact Person:</b> Anjelica Barrientos Research Analyst <a href="mailto:APHHIVRESOURCESADMIN@austintexas.gov">APHHIVRESOURCESADMIN@austintexas.gov</a> Please use the email subject line: 'Ending the HIV Epidemic RFA Question.'
Questions and Answers will be available:	On the solicitation website: <a href="#">RFA Website</a>
Optional Pre-Bid Meetings- Dates and Times:	Thursday, June 17, 2021, 2:00 pm – 3:30 pm CDT
Pre-Bid Meeting Location:	Registration Required with this link to get the Conference Call details: <a href="#">Eventbrite Invitation</a>



# Form A: Offer Sheet

- On the Offer Sheet, the organization's representative states they are authorized to submit this application for funding
- It also states that the representative has received and read the entire RFA document packet forms and agrees to be bound by the terms therein
- Required signature by authorized representative in order for the City of Austin to accept the application



**CITY OF AUSTIN, TEXAS**  
**Austin Public Health**  
**REQUEST FOR APPLICATION (RFA) OFFER SHEET**

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Applicant, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name:	
Company Address:	
City, State, Zip:	
Federal Tax ID No.:	
Printed Name of Officer or Authorized Representative:	
Title:	
Email Address:	
Phone Number:	

Signature of Officer or Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

\* This Offer Sheet must be signed by applicant's authorized representative and submitted with application packet(s) to be considered for award.

# RFA Application

- Make sure to answer every question and every part of each question
- Note that some questions have drop down boxes with preselected answer options

Form F:

## RFA APPLICATION

**APPLICATION INSTRUCTIONS:** Fill out this document and hand deliver with application packet. All questions are highlighted in green. Click or tap on the sections below the Questions and type in your answers. Any required submittals are indicated by a 📄 symbol, and drop-down menus are indicated by a ▾ symbol.

The total word count limit is 14,500 for the entire word document (including questions and your answers). The word count is indicated below left on your screen or if you go to the top of the screen to Search "word count".

### PART I. MINIMUM THRESHOLD REVIEW

#### Section 1: Fiscal and Administrative Capacity

No points are assigned to questions in this section, but a response is required for each question. These questions will be used to determine if your organization is eligible to contract with the City of Austin. All Applications must have satisfactory answers in this section in order to be evaluated for potential award. If this question was referenced in the Scope of Work (Form C), the letter and number reference is included in parenthesis at the end of the question.

**Name of your Organization:** Click or tap here to enter text.

**Program Name:** Click or tap here to enter text.

**Services Applying for:** Applicants may apply for one or more activities across the four core pillars, but must complete and package forms F, H, and L separately for each proposed activity. Applications that propose integration across systems will be prioritized. Please select the service category being applied for with this application:

Pillar 1: Testing and Linkage

Pillar 2: Peer Support

Pillar 2: Rapid ART

Pillar 2: Transportation

Pillar 3: PrEP/nPEP

**Total Amount Requested:** Click or tap here to enter \$ amount.

# Application Format & Submission Requirements

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## Final Application Instructions

- **Total word limit in Form F RFA Application is 14,500 words which includes the questions. Applications that exceed 14,500 words will not be considered**
- Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are approximately 4,500 words in Form F -RFA Application, and this is included in the 14,500 word limit
- The following documents will not count towards the total word count:
  - Attachments submitted to answer a question like policies and procedures, staff positions, letters of support, etc.



# RFA Application: Racial Equity

- The City’s definition of Equity is the condition when every member of the community has a fair opportunity to live a long, healthy, and meaningful life. Equity is embedded into Austin’s values system means changing hearts and minds, transforming local government from the inside out, eradicating disparities, and ensuring all Austin community members share in the benefits of community progress
- Equity is one of six strategic anchors of the City of Austin’s strategic direction, and a core value driving the implementation of City services. To advance equitable outcomes, the City of Austin is leading with a lens of racial equity and healing.

Racial Equity Self Assessment Item	Choose from the drop down menu - Implementation started or plan to implement	What has been implemented or will be implemented?
a. We have access to data on racial/ethnic disparities to guide our work.	Drop down menu – choose item.	Click or tap here to enter text.
a. Our work includes performance measures to determine how well we are doing to address racial disparities.	Drop down menu – choose item.	Click or tap here to enter text.
a. Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Drop down menu – choose item.	Click or tap here to enter text.
a. Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Drop down menu – choose item.	Click or tap here to enter text.
a. Our agency hosts or participates in training events dedicated to improving equitable outcomes.	Drop down menu – choose item.	Click or tap here to enter text.

# Form H Program Budget & Narrative

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## Template Provided:

### Program Budget Instructions

- All line-item amounts must be entered as WHOLE DOLLARS
- If no funds are budgeted for a line item, leave it blank
- The dollar amount requested in your Application's Program Budget and Narrative must reflect amounts broken out in a 12-month period
- Calculate and check all subtotals and totals, including the percentages by funding source at the bottom, and ensure all line item amounts, subtotals, and totals are in WHOLE DOLLARS and are correct

### Budget Narrative Instructions

- For every budget line containing a requested amount of City of Austin funding, enter a short description or list of items included in that budget line
- Do not enter narrative for budget lines that are blank or budgeted amounts from Other Funding

# Form L Program Staff Positions & Time

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For each of the staff positions involved in the project: state position title, indicate what eligible services they will be providing (refer to Scope of Work for each Project Type), percent of time the staff spends on the project, and the Amount Requested for each staff position. Attach separate document if more lines are needed.

**NOTE: ONLY INCLUDE STAFF REQUESTED IN THIS SOLICITATION.**

**DO NOT INCLUDE STAFF WHO WILL BE FUNDED 100% BY OTHER FUNDING SOURCES.**

If a staff member is partially funded by another funder, include only the percentage of time that this application is requesting in this solicitation.

Please note: The total in this staffing form should match the total amount requested for the RFA. Any other costs for the program including HMIS Licenses, computer costs, and direct financial assistance (rent, utilities, etc.) will be determined at time of contract negotiation.

# Communication with The City

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## Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the solicitation website at least once per week
- Questions regarding the RFA must be directed to the Authorized Contact Person: Anjelica Barrientos at [APHHIVRESOURCESADMIN@austintexas.gov](mailto:APHHIVRESOURCESADMIN@austintexas.gov)
- Please use the email subject line: 'Ending the HIV Epidemic RFA Question'
- Only the information provided by the Authorized Contact is valid

# Important Dates

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RFA Applications DUE to APH: **July 9, 2021, by 12 pm CDT**

**Hand deliver to:**

HIV Resources Administration Unit, Austin Public Health  
7201 Levander Loop, Building H  
Austin, Texas 78702

Deadline to Submit Questions to APH: **June 30, 2021, by 12 pm CDT**

- Questions regarding the RFA must be directed to the Authorized Contact Person: Anjelica Barrientos at [APHHIVRESOURCESADMIN@austintexas.gov](mailto:APHHIVRESOURCESADMIN@austintexas.gov)
- Please use the email subject line: 'Ending the HIV Epidemic RFA Question'

Estimated Contract Start Date: **August 31, 2021**



Thank You for Your Participation

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Questions?