

District of Columbia Department of Health  
HIV/AIDS, HEP, STD, TB Administration (HAHSTA)

RFA # **EBP\_07.10.15**

## Summary of Amendments

(Also see the revised RFA, where amended items are in **GREEN** font)

### Page ii

1. Changed website address:

**From:**

**[www.doh.dc.gov/hivfunding](http://www.doh.dc.gov/hivfunding)**

**To:**

**<http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>**

### Page 7. - Grant Awards, Amounts and Grant Period

2. **From:**

(Linkages and Strategic Planning) of the Effi Barry Program

**To:**

**(Innovations and Effi Barry HIV/AIDS Institute) of the Effi Barry HIV/AIDS Program.**

### Page 8. - Innovation Applicants

3. Changed second sentence

**From:**

In addition, past grant recipients are eligible if all Fiscal Year 2014 programmatic and financial grant deliverables were met.

**To:**

In addition, past grant recipients are eligible if all Fiscal Year **2015** programmatic and financial grant deliverables were met.

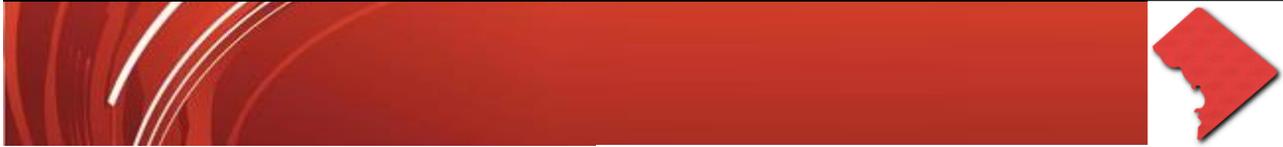
4. **Add:**

*Application narrative is limited to twenty (20) pages with a maximum of one hundred (100) pages including all attachments. Applicants proposing activities for both programs are required to complete separate applications for each program. The page limit remains the same for each program. However, only one set of assurances will be required per organization.*

*Funding Opportunity*

Government of the District of Columbia Department of Health  
HIV/AIDS, Hepatitis, STD, and TB Administration

**H A H S T A**



# The Effi Barry HIV/AIDS Program Application



**RFA Number:** HAHSTA\_EBP\_071015

**Application Deadline:** Wednesday, July 29, 2015 at 4:45 PM

*Late applications cannot be accepted*



**Amended Revision**  
**07/24/2015**





The Department of Health (DOH) reserves the right to, without prior notice, reduce or cancel one or more programs listed in this Request for Applications (RFA), reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the award, if awarded, sub grant agreement are contingent on continued funding, sub grantee performance, and/or reduction, elimination, or reallocation funds by the Executive Office of the Mayor (EOM) of the Government of the District of Columbia and/or the Department of Health in accordance with applicable sections within the sub grant award and/or agreement.

### **Pre-application Conference:**



**DATE:** Wednesday, July 15, 2015  
**TIME:** 2:30 PM – 4PM  
**WHERE:** HAHSTA  
899 North Capitol Street, NE  
Fourth Floor  
Washington, DC 20002

---

### **Application Deadline:**



**Wednesday, July 29, 2015 by 4:45 PM**

**Applications submitted after 4:45 PM  
cannot be accepted.**



*You may download this application from:*

<http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>

**RFA #: HAHSTA\_EBP071015**

**Table of Contents**

*Notice of Funding Availability*..... 2

*Terms and Conditions*..... 3

*Application Checklist*.....,.,... 5

*The Effi Barry Program Background*..... 6

*Eligibility* ..... 7

*Grant Award Amounts* ..... 7

*Program Information* ..... 8

*Expected Outcomes* ..... 9

*Program and Administrative Requirements* .....10

*Review and Selection of Applications* ..... 13

*Scoring Criteria* ..... 13

*Innovation* ..... 13

*Effi Barry HIV/AIDS Institute* ..... 14

*Application Questions* ..... 15

**NOTICE OF FUNDING AVAILABILITY (NOFA)  
RFA # HAHSTA\_EBP071015  
Effi Barry HIV/AIDS Capacity Building Program**

The Government of the District of Columbia, Department of Health (DOH) HIV/AIDS, Hepatitis, STD & TB Administration (HAHSTA) is soliciting applications from District organizations to participate in the Effi Barry HIV/AIDS Program. The Effi Barry Program is a capacity-building initiative that seeks to strengthen the infrastructure of District medical and non-medical providers and to prepare organizations to fully embrace the high-impact prevention strategies. This year, the Effi Barry Program will provide funding to implement new innovative approaches focusing on building organizational capacity for sustainability within the changing landscape of HIV and a single award for training, technical assistance and capacity building.

Up to **\$400,000** will be made available for the Effi Barry Program through FY 16 DC Appropriated funds. The funds are authorized by the "Effi Slaughter Barry HIV/AIDS Initiative Act of 2008". DOH is soliciting applications to support two program areas under this RFA:

- **Effi Barry HIV/AIDS Institute:** one (1) award for up to \$150,000. The awardee will provide basic HIV service competencies and advanced skills in health care systems, data and health informatics, volunteer management, Board and Executive Director Development, and high impact prevention including biomedical through a variety of mechanisms.
- **Innovation Applicants:** up to six (6) awards for organizations; total funding amount of \$250,000 with no single award more than \$50,000.

<b>PrEP</b>	<b>Billing</b>	<b>Resource Management</b>
<ul style="list-style-type: none"> <li>• Outreach/Awareness</li> <li>• Expanded STD Screening and appropriate Treatment referral</li> <li>• PrEP Adherence Counseling</li> <li>• Support Services</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Billing Infrastructure</li> <li>• Cost Analysis of Services</li> <li>• Unit of service versus cost reimbursement</li> <li>• Invoicing and Documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Cash Flow</li> <li>• Cash Reserve Allocation/Management</li> <li>• Adequate monitoring of expenditures and receivables</li> <li>• Operating from a Social Service</li> </ul>

**The release date for RFA # HAHSTA\_EBP071015 is Friday, July 10, 2015.** The RFA will be available for pick up at 899 North Capitol Street, NE, 4th Floor, Washington, DC and on the website at <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse> under the District Grants Clearinghouse on Friday, July 10, 2015. Submission deadline is **Wednesday, July 29, 2015 no later than 4:45 p.m.**

The Pre-Application meeting will be held in the HAHSTA offices on **Wednesday, July, 15, 2015** from 2:30pm – 4:00pm. Please contact Anthony E. Fox at [Anthony.Fox@dc.gov](mailto:Anthony.Fox@dc.gov) or (202) 671-4937 for additional information.

**District of Columbia Department of Health  
RFA Terms and Conditions**

v06.2015

The following terms and conditions are applicable to this and all Requests for Applications issued by the District of Columbia Department of Health (DOH) and to all awards, if funded under this RFA:

- Funding for a DOH subaward is contingent on DOH's receipt of funding (local or federal) to support the services and activities to be provided under this RFA.
- DOH may suspend or terminate an RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- The RFA does not commit DOH to make any award.
- Individual persons are not eligible to apply or receive funding under any DOH RFA.
- DOH reserves the right to accept or deny any or all applications if the DOH determines it is in the best interest of DOH to do so. An application will be rejected if it does not comply with eligibility requirements, formatting or submission requirements outlined in the RFA. DOH shall notify the applicant if it rejects that applicant's proposal for review.
- DOH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. The prospective applicant is responsible for retrieving this information via sources outlined in the RFA (e.g. DC Grants Clearinghouse).
- DOH shall not be liable for any costs incurred in the preparation of applications in response to the RFA. The Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility. No funds already awarded the applicant under other instruments or agreements shall be used by the applicant to fund the preparation of the application.
- DOH may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- DOH shall determine an applicant's eligibility by way of local and federal registries for excluded parties searches and documents and certifications submitted by the applicant.
- The Applicant Organization must obtain a Data Universal Numbering System (DUNS) number to apply for funding and register for the federal System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) prior to award.
- DOH reserves the right to require registry into local and federal systems for award management at any point prior to or during the Project Period. This includes DOH

electronic grants management systems, for which the awardee will be required to register and maintain registration of the organization and all users.

- DOH may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- DOH shall establish terms of agreement for an award funded under this RFA. If funded, the applicant will receive a Notice of Grant Award (NOGA). The NOGA will establish the project period (i.e. the total number of years for which funding has been approved) and define any segments of the Project Period (e.g. initial partial year, or a 12 month budget period). The NOGA shall outline conditions of award or restrictions.
- Continuation of funding, if awarded shall be based on availability of funds, documented satisfactory progress in interim and annual reports, continued eligibility and determination that the continued funding and activities is in the best interest of the District of Columbia.
- DOH shall provide the citations to the local or federal statute/s and implementing regulations that authorize the award; all applicable District of Columbia and Federal regulations, such as OMB Circulars 2 CFR 200 (effective December 26, 2014) and as applicable for any funds received and distributed by DOH under OMB circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the awardee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the funding Agency; and compliance conditions that must be met by the awardee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Additional information about grants management policy and procedures may be obtained at the following site: [www.opgs.dc.gov](http://www.opgs.dc.gov) (click on Information) or click here: [City-Wide Grants Manual](#).

If your agency would like to obtain a copy of the DOH RFA Dispute Resolution Policy, please contact the Office of Grants Management and Resource Development at [doh.grants@dc.gov](mailto:doh.grants@dc.gov) or call (202) 442- 9237. Your request for this document will not be shared with DOH program staff or reviewers. Copies will be made available at all pre-application conferences.

## **Effi Barry HIV/AIDS Program Grant 2015-2016**

### **EVERYTHING YOU NEED TO KNOW ABOUT APPLYING FOR AN EFFI BARRY HIV/AIDS PROGRAM GRANT RFA # HAHSTA\_EBP071015**

---

Thank you for your interest in applying for the Effi Barry HIV/AIDS Program. The DC Department of Health (DOH) HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA) wants to help you make this application process easy to understand and complete.

As an applicant for DC public funds, there is documentation you need to provide that is a requirement of DC law and regulation. This package will provide you with some of the paperwork for you to complete and sign. Some of the other materials you most likely already have available, and you simply need to copy and attach them to your application.

Though there are lots of pages in this document, don't get overwhelmed. They are very manageable. And, in the end, if you've never received DC public funds before, you'll be an expert after applying for the Effi Barry HIV/AIDS Program.



### **Requirements for Applications**

- The applicant organization/entity has responded to RFA # HAHSTA\_EBP071015 and completed all sections of the Effi Barry HIV/AIDS Program Application including the Budget.
- Certifications, assurances, and the Assurances Checklist are signed and completed. Submit one copy of all required certifications and assurances in a separate, labelled envelope from the application.
- The application is to be submitted unbound. The application must be submitted with rubber bands or binder clips only.
- An electronic version of the application must be submitted with the one hard (unbounded) copy on a CD or flash drive.
- The application is submitted to DOH/HAHSTA, 899 North Capitol St., NE, 4<sup>th</sup> Floor, Washington, DC 20002 no later than 4:45 p.m. on the deadline date of Wednesday, July 29, 2015. (Metro Red Line – Union Station)

### **Pre-Application Conference**

Applicants are encouraged to attend the Pre-Application Conference on Wednesday, July 15, 2015 from 2:30 PM – 4:00 PM, at 899 North Capitol Street, NE - 4th Floor, Washington, DC 20002 (Metro Red Line – Union Station). The meeting will give applicants more information about the training, program components, and requirements. It will also be an opportunity to ask questions about the application.

## *The Effi Barry HIV/AIDS Program Background*

The Government of the District of Columbia, DOH HAHSTA seeks to strengthen the infrastructure of District medical and non-medical providers and to prepare organizations for the changes in HIV care, treatment, and prevention brought on by the Affordable Care Act. The Effi Barry HIV/AIDS Program supports innovative collaborative programmatic approaches that promote integrated HIV services.

In 2010, President Obama signed the Affordable Care Act (ACA) and set into place an effort that will help ensure Americans have secure, stable, affordable health insurance. The ACA will expand health insurance coverage by establishing a Health Insurance Marketplace in every state and increasing access to the Medicaid program. Beginning October 1, 2013, District residents were able to shop for health insurance and compare plans that are certified to have met benchmarks for quality and affordability through the Marketplace. The Marketplace also administers the new health insurance subsidies and facilitates enrollment in private health insurance, Medicaid and the Children's Health Insurance Program (CHIP).

In addition to the above, DOH HAHSTA promotes and supports the patient-centered medical home model, which provides comprehensive care for persons living with HIV. Both HAHSTA's Comprehensive AIDS Resources Emergency (CARE) Act Part A and Part B and Comprehensive Treatment Support RFAs awarded applicants to establish and maintain a continuum of care that ensures access, retention, and coordination of all required care and support services. Also, HAHSTA's funding opportunities promoted medical and non-medical providers

to formalize and establish business working relationships. These relationships facilitate collaboration and coordination of activities and services through sub-contracts. This new paradigm has created new strategic partnerships that are requiring organizations to collaborate in ways that they have not had to in the past.

Both medical and non-medical providers of HIV services play a significant role in supporting individuals living with HIV and AIDS in the District, as the ACA and patient-centered medical home model are fully implemented and beyond. The overarching mission of the Effi Barry HIV/AIDS Program is to provide training, technical assistance, and resources to the HIV field that will assist in transforming their organizations, partnerships, business practices, systems, and structure to make them sustainable and relevant in the new marketplace.

Since 2007, the Council of the District of Columbia and DOH HAHSTA have invested over \$3,950,000 in District-based organizations through the Effi Barry HIV/AIDS Program/East of the River Project. To date the Effi Barry HIV/AIDS Program has provided capacity building grants and group/individual-level capacity building assistance to over 100 organizations based in the District of Columbia. This effort has directly benefitted their ability to start and/or expand a range of prevention-focused programs that promote testing, maintain treatment, and eliminate stigma.



*Effi Barry*

This Request for Applications (RFA) seeks to recruit new and /or past participants for our new innovation component, and to select a provider to design, manage, and implement the Effi Barry HIV/AIDS Institute.

### ***Innovation:***

Webster defines innovation as the act or process of introducing a new ideal, device or method. Over the past few years the District has seen the overall landscape of healthcare evolve at an accelerating rate due to the shifts in care, treatment, prevention, and the provision of services being provided to persons living with HIV that the ACA, new programs models, and changes in the public health system will bring. For Innovation participants, the grants are intended to support costs associated with building and enhance organizational core competencies through individualized technical assistance and capacity building in the following three main categories (PrEP, Billing, and Resource Management). Specific technical assistance areas that fall under each category are listed in the Program Information section of the RFA):

Individual organizations and/or a partnership of organizations are eligible for the Innovation component.

The program activities are listed and described in the Program Information section of the RFA.

### ***Eligible Organizations/Entities***

HAHSTA encourages applicants that have an HIV focus as their primary mission and those that have other than HIV as core activities. Applicants should be familiar with delivering program activities in a culturally appropriate manner. Applicants may be individual organizations or a partnership/collaboration

of multiple organizations. Not-for-profit and existing or new collaborative bodies are both eligible to receive Effi Barry HIV/AIDS Program grants.

### ***Innovation***

- ✓ Demonstrate organizational capacity.
- ✓ Organization must be based in and operating services in the District.
- ✓ Organization must be in good standing with HAHSTA, DOH, DC and the Federal government.

### ***Effi Barry HIV/AIDS Institute***

- ✓ Demonstrate organizational capacity.
- ✓ Organization must be based in and operating services in the District.
- ✓ Have the infrastructure to organize, conduct work, and measure key outcomes.
- ✓ Serve as a networking hub to build the capacity of the HIV workforce.

### ***Grant Awards, Amounts and Grant Period***

#### ***Innovation Participants:***

HAHSTA intends to award up to 6 grants for Innovation participants (no single award to exceed \$50,000).

#### ***Effi Barry HIV/AIDS Institute Awardee:***

HAHSTA intends to award up to 1 grant for Effi Barry HIV/AIDS Institute (award not to exceed \$150,000).

The grant period of all programmatic and grant related activities for each component (**Innovation and Effi Barry HIV/AIDS Institute**) of the Effi Barry **HIV/AIDS**

Program will be from the date of award to September 30, 2016.

### ***Grant Disbursements***

Awarded Innovation participants will receive a total of 4 payments in the grant year. The 1<sup>st</sup> payment will consist of (1/4) of their overall grant award upon the completion of their organizational assessment. The remaining 3 payments of the grant will be disbursed upon the participants spending 80% of the previous disbursement. The Effi Barry HIV/AIDS Institute awardee will receive a total of 2 payments in the grant year. The 1<sup>st</sup> payment will consist of (1/2) of the overall grant award upon submitting advance/invoice. The second and final payment will be disbursed upon the awarded applicant spending 80% of the 1<sup>st</sup> payment disbursement.

### ***For More information***

Please contact:

**Division of Partnerships, Capacity Building, and Community Outreach  
HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA)  
Department of Health  
899 North Capitol Street, NE - 4<sup>th</sup> Floor  
Washington, DC 20002  
Phone (202) 671-4937  
Fax (202) 671-4860**

### ***Application Submission Deadline Date and Time***

**Applications are due no later than 4:45 pm, on Wednesday, July 29, 2015.** All applications will be recorded upon receipt. **Applications submitted at or after 4:46pm will not be accepted.** No additions or deletions to an application will be accepted after the deadline. Be sure to

verify the accuracy and completeness of the electronic version prior to submission.

The applications must be hand-delivered to the following location:

**HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA)  
Department of Health  
899 North Capitol Street, NE - 4<sup>th</sup> Floor  
Washington, DC 20002**

### **PROGRAM INFORMATION**

This section provides specific requirements for Innovation and Effi Barry Institute applicants who wish to participate in the Effi Barry HIV/AIDS Program.

**All applicants are to designate organization participants for training and at least one must be senior level management person (Consultants cannot under any circumstances represent organizations during capacity building trainings).**

### ***Innovation Applicants***

Awarded applicants can consist of individual organizations and/or a partnership of organizations. In addition, past grant recipients are eligible if all Fiscal Year (2015) programmatic and financial grant deliverables were met. Awarded applicants are eligible to receive tailored individual and group level organizational focused technical assistance in the following areas: (see top of next page).

**Application narrative is limited to twenty (20) pages with a maximum of one hundred (100) pages including all attachments. Applicants proposing activities for both programs are required to complete separate**

PrEP	Billing	Resource Management
Outreach & Awareness	Financial Billing Infrastructure	Cash Flow
Expansion of STD Screening and Treatment Referrals	Cost Analysis of Services	Cash Reserve Allocation & Management
PrEP Adherence Counseling	Units of Service <i>versus</i> Cost Reimbursement	Adequate Monitoring of Expenditures and Receivables
Support Services	Invoicing and Documentation	Operating from a Social Service

**applications for each program. The page limit remains the same for each program. However, only one set of assurances will be required per organization.**

***Expected outcomes for Innovation Participants:***

- Awarded applicant must develop the capacity and skills required to implement one of the strategies listed among the three categorical approaches for this funding.
- Awarded applicant must demonstrate that the organization has policies, and procedures that supports that the strategy selected has been implemented
- Awarded applicant must implement any of the strategies listed in the three categorical approaches for this funding.

***Effi Barry HIV/AIDS Institute***

Awarded applicant can consist of an individual organization and/or a partnership

of organizations based in the District of Columbia. The awarded applicant shall be responsible for the development, implementation, facilitation, staffing, and coordination of establishing a series of trainings/community forums for the HIV workforce in areas surrounding:

- Subcontracting (monitoring, reporting, expectations, communication, evaluation of relationships)
- PrEP
- PrEP Adherence Counseling
- PrEP Supportive Services
- Data sharing
- Communication
- Data (collection and utilization)
- Health informatics
- Public health workforce development
- Cost modeling
- Quality improvement
- Quality management
- Monitoring and evaluation (from the perspective of the lead agency)
- High impact prevention

- Organizational Change
- Change Management
- Leadership

***Expected outcomes for Effi Barry HIV/AIDS Institute Awardee:***

- Awarded applicant must demonstrate measurable increase in capacity of the HIV workforce in core public health competencies through group level trainings
- Awarded applicant shall increase availability and access of continuing education and trainings in areas that will prepare the HIV workforce for the changes in HIV care, treatment and prevention brought on by the Affordable Care Act
- Awarded applicant must create and make available to the HIV workforce, public health educational materials, trainings, and evaluation tools and resources

Applicants are encouraged to implement practical but yet, innovative integrated service models. The intention is to model innovative approaches to facilitate the organization being its capacity to exist in the changing landscape of HIV. HAHSTA will provide awarded applicants with consultants that will provide technical assistance in the development of the organization’s capacity to effectively implement any of the strategies listed under the three categorical approaches in this funding announcement.

***PROGRAM & ADMINISTRATIVE REQUIREMENTS***

---

***Program Requirements***

**1. Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity.

**2. Client Eligibility Criteria**

The following criteria must be used by service providers to determine client eligibility: Persons must be a resident of the District of Columbia

**3. Client Advocacy and Grievances**

The applicant shall develop and implement an agency grievance procedure that is sensitive to the needs of the target population. Applicants must include a copy of their internal client grievance procedures in the Assurance package.

**4. Records**

a. When delivering services to clients, the grantee must maintain records reflecting initial and periodic assessments if appropriate; initial and periodic service plans; and the ongoing progress of each client. All clients shall be assigned a unique identifier and all client records shall be kept confidential and secure. The grantee shall obtain written informed consent from the client that permits sharing and releasing the client’s records in order to coordinate or verify services.

b. The grantee shall keep accurate documentation of all activities of the project. Records must be legible, dated and signed

with original signatures and credentials of individuals providing services.

c. The grantee shall follow all HIPAA regulations for confidentiality of client information and a HIPAA-compliant release of information form maintained in each client record.

d. All client information must be maintained in one record, regardless of whether a central or a separate site filing system is used. The grantee shall provide the grant administrator, and other authorized representatives of the grant administrator, such access to clinical records as may be necessary for monitoring and evaluation purposes. To ensure confidentiality and security, clients' records should be kept in a locked file controlled by appropriate grantee staff.

## ***Administrative Requirements***

### **1. Staff Requirements**

For the purposes of this grant, "staff" is defined as any individual employee, individual consultant or individual contracted worker that receives compensation through District funds.

a. The grantee shall employ and maintain documentation that staff possesses adequate training and competence to perform the duties that they have been assigned.

b. The grantee shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range, and performance evaluation criteria. The job description must reflect requirements noted

in approved protocols and requirements. When hiring staff for this grant project, the grantee shall obtain written documentation of relevant work experience and personal references.

c. Grantees that use individual contracted workers and or individual consultants must have signed and dated written contractual agreements maintained in a contract file.

d. The grantee shall maintain an individual personnel file for each project staff member that contains the application for employment, professional and personal references, applicable credentials/certifications, a signed drug-free workplace statement, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and the grantee's action with respect to the allegations, date and reason if terminated from employment. Personnel files should be available to the grant administrator upon request;

e. The grantee shall provide evidence of continuing education opportunities to keep staff informed of new developments regarding the provision of HIV / AIDS health care and support services (i.e., treatment modalities, change in target populations);

f. The grantee shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight and programmatic supervision;

g. The grantee shall obtain advance approval in writing from the grant administrator on any changes in staffing patterns or job descriptions;

h. The grantee shall advise the grant administrator when there are vacant positions

or new positions for which there are no staff resumes available; and

i. Grantees shall ensure that each staff member's file contains a signed confidentiality form.



## **2. Memoranda of Understanding (MOU's) and Subcontracts with other Organizations**

a. Memoranda of Understanding and subcontracts with organizations must clearly state objectives, goals and quantifiable outcomes.

b. All Memoranda of Understanding and subcontracts with organizations must be signed and dated by both parties within the past six months.

## **3. Facility Requirements**

a. Regulations

The grantee's facilities used during the performance of the grant agreement shall meet all applicable federal, state, and local regulations for their intended use throughout the duration of the Grant Agreement. The grantee shall maintain current all required permits and licenses for the facilities. The grantee's failure to adhere to the terms and conditions of the Grant Agreement shall be a basis for termination of the Grant.

b. Emergency Back-up Site

The grantee shall submit the address of the

identified emergency site facility for use as a result of a catastrophic event of the primary facility.

c. Handicapped Access

All facilities offered for the provision of services must be accessible to persons with mobility limitations, consistent with the Rehabilitation of the Handicapped Act, Public Law Section 95-602 (Section 504) and the Americans with Disabilities Act, as appropriate.

d. Maintenance

The grantee shall provide all supplies and services routinely needed for maintenance and operations of the facility such as security, janitorial services, or trash pick-up.

## **4. Use of Funds**

Grantees shall only use grant funds to support capacity building and HIV related services and cannot be used to provide cash and or direct financial assistance to individuals with HIV disease.

## **5. Certifications and Assurances**

DOH requires all applicants to submit various Certifications, Licenses, and Assurances to ensure all potential grantees are operating with proper DC licenses. The complete compilation of the requested



documents is referred to as the Assurance Package. The assurance package must be submitted along with the application. Only ONE package is required per submission.

Applicants shall complete, sign and submit all

required certifications, assurances, and the Assurances Check List (information located in the application section of this RFA).

## **6. Insurance**

The applicant must be able to show proof of all insurance coverage required by law.

## **7. Audits**

At any time or times before final payment and three (3) years thereafter, the grant administrator may have the grantee's expenditure statements and source documentation audited.

## **REVIEW AND SELECTION OF APPLICATIONS**

Applications for the Effi Barry Program will be reviewed by HAHSTA staff and a panel of external reviewers. The applications will be reviewed and scored based on the criteria below. It is helpful for applicants to review the criteria as that will give guidance on what will be considered a successful application.

### ***Technical Review Panel***

All applications will be reviewed initially for completeness, formatting and eligibility requirements by DOH personnel prior to being forwarded to the external review panel. Incomplete applications and applications that do not meet the eligibility criteria will not advance to the external review. Applicants will be notified that their applications did not meet eligibility.

### ***External Review Panel***

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human services, public health nutrition, health program planning and

evaluation, and social services planning and implementation.

The panel will review, score and rank each applicant's proposal based on the criteria outlined in the RFA. Individual panel members are required to provide a summary of strengths and weaknesses found in the application.

### ***Internal Review***

DOH program managers will review the individual and summary recommendations of the external review panel and make recommendations for awards. Program Managers will weigh the results of the review panel against other internal and external factors in making the final funding determinations. Those factors will include minimally a past performance review, risk assessment and eligibility assessment, including a review of assurances and certifications, and business documents submitted by the applicant, as required in the RFA. DOH will also conduct an excluded parties list search (EPLS) of the organization and executives via the federal System for Award Management (SAM) and conduct an DC Clean Hands review to obtain DC Department of Employment Services and DC Office of Tax and Revenue compliance status.

In this phase of the review process, DOH reserves the right to request clarifying supplemental information from applicants and request on-site pre-decisional reviews for those applicants being considered for award. Any request for supplemental information or on-site visits is not a commitment by DOH to fund the applicant.

The internal review panel prepares and submits a formal recommendation of prospective awardees, funding levels and service/activities to the DOH Director for

signature. The DOH Office of Grants Management is responsible for certifying that all District rules and standards were followed for the RFA process.

### ***Innovation Scoring Criteria***

#### **Criterion A : Background and Experience (Total 30 Points)**

1. The application demonstrates knowledge and experience in its community. **(Total 10 Points)**
  - a. Demonstrated support for the project from the Board of the organization applying.
  - b. Applicants are locally based.
  - c. Applicant has history of providing community service, including outreach and education on various concerns and programs.
  - d. Applicant demonstrates track record in recruiting, engaging, and supporting volunteers.
2. The application shows cultural competency, sensitivity and appropriateness (racial, ethnic, economic, gender, disability, sexual orientation, etc.) **(Total 10 Points)**
  - a. Applicant has identified and has gained an understanding of issues, particularly affecting the community population(s) by seeking input from community leaders, civic organizations and advocates for and/or members of the community in planning and implementation of proposed services.
3. Sensitivity to issues of language, race/ethnicity, gender, culture/lifestyle and sexual orientation is demonstrated through the multi-cultural programs and materials, stigma reduction activity, and participation/membership of individuals with diverse backgrounds.
4. The application demonstrates relationship between or among organizations. **(Total 10**

#### **Points)**

- a. Application describes existing collaboration, formal agreements, services provided and outcomes/results from the collaboration.
- b. Application describes referrals or informal relationships among the organizations.

#### **Criterion B: Participation Goals (Total 70 Points)**

1. The application demonstrates how the selected strategy from the three categorical approaches is a needed area of improvement. **(Total 25 Points)**
  - a. The applicant describes and provides sufficient justification for the organizational and administrative area of need based on the changing landscape of HIV.
  - b. The applicant provides specific outcomes that will yield tangible results in organizational and administrative capacity improvement.
  - c. The applicant clearly describes technical assistance needs based on the selected strategy.
  - d. The applicant explains how is will successfully implement the selected strategy.
2. The application provides sufficient information on the individuals to participate in the program. **(Total 15 Points)**
  - a. The applicant lists organization members to participate in the trainings; at least one senior level manager is identified.
  - b. The applicant identifies volunteers that will participate in the program, either directly or be receiving information and support, from designated members/staff.
  - c. The applicant adequately describes the specific benefits each individual

participant will gain from the program.

3. The application identifies a HIV/AIDS program and/or organizational activities to be implemented following participation in this funding opportunity. **(Total 30 Points)**
  - a. The applicant proposed a realistic measurable organization and/or program activity that it can implement with the capacity it has gained from training and consultation.
  - b. The applicant has explained how the strategy will support organization and program activities.
  - c. The applicant has identified the target populations that would be reached by the program activity.
  - d. The applicant demonstrates how they will measure successful implementation of the strategy selected.

### ***Effi Barry HIV/AIDS Institute Scoring Criteria***

#### **Criterion A: Background, Experience, and Organizational Infrastructure **(Total 50 Points)****

1. The application demonstrates experience and success with providing group level training to the HIV workforce.
  - a. Applicant has a HIV/AIDS and/or public health focused mission.
  - b. Applicant demonstrates history of providing group level trainings to HIV service providers.
  - c. The applicant demonstrates experience working with health departments, CBOs, or other community stakeholders that serve individuals at high-risk for HIV infection.
  - d. Applicant included measurable

outcomes that indicate increase in capacity among past training participants.

2. The application provides information that demonstrates adequate infrastructure to manage, staff, and administer the Institute.
  - a. The applicant demonstrates historical provision of culturally competent group level technical assistance to CBOs, CPGs, and/or any other community stakeholders serving HIV Positive individuals or individuals at high risk for HIV infection.
  - b. The applicant identifies, or articulates an appropriate staffing structure that is capable of managing the logistical and coordination aspects of the program.
  - c. The applicant indicates that they have the appropriate amount of space to host community group level trainings. If the applicant does not have space within their organization to host trainings, the applicant identified a fiscally reasonable alternative inclusive of fee.

#### **Criterion B: Program Implementation and Evaluation **(Total 50 Points)****

1. The application provides information that demonstrates the applicant's capability to implement, staff, and evaluate the Institute.
  - a. The applicant identifies, or articulates an appropriate strategy to recruit, key subject matter experts that have substantive experience in facilitating group level trainings in the topic areas listed in the "Program Information" section of the RFA.
  - b. The applicant provides information

- that identifies staff roles that are consistent with the proposed program plan.
- c. The applicant's proposed planning activities are based on a feasible overall programmatic timeline.
2. The application provides information that demonstrates the applicant's capability to effectively monitor and evaluate the Institute.
- a. An evaluation component is included that describes assessment measures and benchmarks for pre and post data collection, analysis, and dissemination.
  - b. The applicant articulates how they will utilize data to drive the program.

**Criterion C: Reasonable Budget (No Points)**

The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve participant objectives.

***Questions Regarding the Application***

For questions, applicants should call the Partnerships, Capacity Building and Community Outreach Bureau at the DOH HAHSTA at (202) 671-4937. If someone is not available when you call, please leave a message and a staff person will call you back within 24 hours or the next business day.

***Monitoring / Evaluation***

If awarded a mini-grant, a Program Officer and Grants Monitor will be assigned to monitor and evaluate the performance of the program participant according to the approved activities and approved budget. The program managers shall review all written policies and procedures applicable to the project;

review final program and fiscal reports; conduct a site visit; and hold periodic conferences with the program participant to assess performance in meeting the requirements of the program.





*Effi Barry HIV/AIDS Program Grant 2015-2016*

**Government of the District of Columbia  
Department of Health  
HIV/AIDS, Hepatitis, STD and  
Tuberculosis Administration  
(HAHSTA)**

**899 North Capitol Street, NE  
Fourth Floor  
Washington, DC 20002**

**(202) 671-4900**

