



Public Health Institute of Metropolitan Chicago

Pre-Proposal Webinar for the HIV Prevention Regional Implementation Group for Illinois' Region 8

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Pre-Proposal Webinar

Friday, May 17

Introduction and Welcome

Welcome to the Pre-Proposal Webinar
for the HIV Prevention Regional Implementation Group for
Illinois' Region 8

Agenda

- PHIMC overview
- Program purpose
- Reviewers scoring rubric
- Proposal (application) requirements
- Proposal (application) narrative
- Proposal (application) Instructions
- Key activities and timeline
- Questions

About PHIMC

Public Health Institute of Metropolitan Chicago (PHIMC) enhances the capacity of public health and health care systems to promote health equity and expand access to services.

How PHIMC Works

PHIMC leads efforts to strengthen the public health infrastructure in Illinois through:

- Organizational Development
- System Transformation
- Fiscal Management
- Program Implementation

Program Purpose

Offer HIV Prevention Services to those living with HIV/AIDS or who are at high risk of acquiring HIV/AIDS in Region 8 of Suburban Cook County through the following three strategies:

- Expand available HIV prevention services
- Enhance HIV prevention service quality and comprehensiveness
- Leverage resources through collaboration and linkage

Program Purpose

Use High Impact Prevention (HIP) strategies to achieve the National HIV/AIDS Strategy (NHAS) 2020 goals as follows:

- Reduce the number of new HIV infections
- Increase access to care and improve health outcomes for people living with HIV
- Reduce HIV-related health disparities

High Impact Prevention (HIP)

HIP proposals incorporate strategies and interventions that meet the following criteria:

- Most cost-effective for reducing new HIV infections
- Practical to implement with target populations on a large-scale at reasonable cost
- Strategies and interventions strategically combined for greater impact

Scoring Rubric

Category	Available Points
Appendix A: Title Page	0
Organization Overview	5
Problem Statement	15
Service Delivery	20
Capacity-Building Funding Activities	20
External Referral and Collaboration	15
Personnel	5
Organizational Fiscal Capacity	10
Community Engagement	5
Health Equity	5
Appendix H: Application Certification	0
Appendix I: Letters of Support	0
Total Possible Points	100

Application/Proposal Requirements

- Maximum of 13 pages for application/proposal narrative
 - *Title page, appendices, and proposal attachments are not included within the 13 page limit.*
- 1.5 line spacing and 11-point font size
- 1 inch Margins on all sides
- Include the section number and title: e.g. “Section 4 Problem Statement”
- Include a table of contents
- Attach only supporting documentation requested or directly related to the application



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Proposal Narrative

Section 1: Appendix A: Title page

APPENDIX A

Regional HIV Prevention Project for Region 8

Legal Name of Agency:

Contact Name:

Phone Number:

Email Address:

Address:

Telephone:

Fax:

Website: N/A

Section 2: Organization Overview

- A. Provide a brief overview of your organization's history, mission, and experience.
- B. Describe the key client populations served at the agency.
- C. Describe the geographic service area that will be supported by this funding.
- D. Describe experience and/or key services that are relevant to this proposal.
- E. Briefly describe additional services delivered by your agency that may be relevant to this grant.

Section 3: Problem Statement

- A. Specify the client population including demographics that would benefit from this funding.

- B. Of the described client population, explain major challenges/needs related to HIV prevention.

- C. Detail the geographic service areas that are currently experiencing major HIV prevention challenges and explain the needs (include key demographic, social, or behavioral characteristics).

- D. Describe the specific barriers your organization currently faces in meeting the demand for HIV prevention services.

Section 4: Service Delivery

- For each service delivery category please describe your organization's experience with and capacity to provide the service and reach the population indicated. Describe how your agency will fully implement services for the prioritized populations in SFY20:
 1. Prevention with Positives Risk Reduction Activities
 2. Prevention with Positives Surveillance-Based Services
 3. Risk-Based HIV Testing with Linkage to Care
 4. Negatives Risk Reduction Activities
 5. Risk-Targeted Condom Distribution
 6. Routine HIV Screening
- Describe what targeting mechanisms your agency will employ to selectively find and engage this prioritized risk-race population into services
- Describe your agency's plan to build phlebotomy capacity of your staff

Section 5 Capacity Building Activities

- Describe how your agency will utilize:
 - Capacity-building funds to enhance your agency’s capacity to deliver HIV prevention services to the prioritized populations.
 - Funding for social media/social marketing/social networking for MSM of color to strengthen your agency’s capacity to engage Black and Latino MSM in HIV prevention services
 - Peer outreach for MSM of color funds to engage Black and Latino MSM in HIV prevention service delivery
- For each, detail the amount of funding requested in this funding category and the activities that these funds will support
- Complete and attach a Capacity Building Work Plan

Appendix B: Capacity Building Work Plan

Please submit a brief work plan detailing how your agency will complete its goals for HIV capacity-building, social media, and peer outreach activities in SFY20

Objective	Quarter complete	Associated Tasks	Location of Service	Reporting/ evaluation methodology/tools

[Appendix B: Capacity Building Work Plan](#)

Section 6: External Referral and Collaboration

- Describe your agency's current referral network.
- Describe intended agency collaborations that your organization will establish in order to meet Regional HIV Prevention grant deliverables.
- Indicate which referral services your agency currently provides or will establish for the SFY20 grant year

Section 7: Personnel

- Briefly describe your agency's staffing plan.
- As outlined in Appendix D, include job descriptions for positions to be hired as detailed in the agency staffing plan.
- As outlined in Appendix C, attach resumes and relevant certifications for existing staff who will work on the grant.

Section 8: Organizational Fiscal Capacity

- Complete and attach your agency's proposed budget using the template provided in [Appendix E](#).
- Describe how your agency will ensure that HIV prevention program monthly billing expenditures under this grant are legal, contractually compliant, accurate, timely, and program-focused.
- All contracts will be paid on a reimbursement basis.
- Describe how your agency will prepare for on-site Lead Agency fiscal and contract monitoring twice each year.
- Attach your agency's most recent audited financials with explanation of any findings outlined in Appendix F.
- Attach Internal Revenue Service 501(c)(3) tax exempt determination letter as outlined in Appendix G.

Section 8: Organizational Fiscal Capacity

Appendix E

**Public Health Institute of Metropolitan Chicago
Regional HIV Prevention Project for Region 8**

Budget Summary Worksheet

Line Item		Total Amount Requested by Line Item
Salary & Wages		\$0.00
Fringe Benefits		\$0.00
Contractual		\$0.00
Professional		\$0.00
Travel		\$0.00
Material & Supplies		\$0.00
Equipment		\$0.00
Fee-for-Service		\$0.00
Indirect Cost		\$0.00
Total Budget		\$0.00

Section 11: Community Engagement

- Describe your agency's strategy:
 - to increase the utilization of PrEP by high-risk HIV-negative individuals, particularly young MSM of color (a pillar of the Illinois Getting to Zero (GTZ) Initiative)
 - to increase the number of HIV-positive individuals retained in HIV care who remain virally suppressed on their HIV medications (a pillar of the Illinois GTZ Initiative)
- Describe your agency's efforts to participate in the:
 - Illinois Getting to Zero (GTZ) activities
 - Illinois HIV Integrated Planning Council (IHIPC)

Section 12: Health Equity

- How has your agency historically worked towards reducing health inequities?
- In what ways is your agency committed to reducing health inequities in the future? Please provide specific examples.

Appendices

Please title and attach each document in order as follows:

- Appendix A: Title Page
- Appendix B: Capacity Building Work Plan
- Appendix C: Staff Resumes and Certifications
- Appendix D: Job Descriptions for Positions to Be Hired
- Appendix E: Proposed Budget
- Appendix F: Most Recent Financial Audit + Findings
 - If not applicable, attach the following:
 - Appendix F1: Verification of Exclusion
 - Appendix F2: Cover Sheet and Table of Contents for Your Agency's Fiscal Policy Manual
 - Appendix F3: Attach agency's W-9 form
- Appendix G: Internal Revenue Service 501(c)(3) Tax Exempt Determination Letter
- Appendix H: Application Certification
- Appendix I: Letters of Support (2) which can come from partner agencies, a client, funder, or other entity that speak to the value of your work in delivering high quality, high impact HIV prevention services for
 - individuals at risk of HIV.
- Appendix J: Certificate of Good Standing from Illinois Secretary of State

- The Appendices can be accessed on the [RFP website](#)
- Appendices are proposal attachments (not included within the 13 page limit) and must be filled out and submitted as part of complete proposal.



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Proposal/Application

Instructions

Submission Guidelines and Instructions

All complete applications must be submitted by
5:00PM CDT on Monday, June 3, 2019 to
rfp@phimc.org

Failure to follow any of the instructions related to content, including page limitations, will result in the proposal being eliminated from consideration

File Saving and Naming Conventions: Proposal Narrative

The proposal includes: Title Page, Table of Contents, and narrative. Should be saved together in one file.

File naming convention: Agency Name_RIG Narrative Application

Example: *PHIMC_RIG Narrative Application*

File Saving and Naming Conventions: Appendices

- Appendices are located on the final page of this document
- Appendices including requested supporting documentation must be separate from the narrative proposal.
- Saved in a single PDF file in the order it reads.

File Naming Convention (Single PDF):

Agency Name_RIG Appendices

Example: PHIMC_RIG Appendices

Email Submission

- PHIMC will only accept applications submitted via email at rfp@phimc.org with the **subject line:**
“[agency name] Regional Implementation Group Grant Application”
- All applications and supporting documentation must be submitted in a SINGLE email as PDFs
- Submission emails must not exceed 30 MB. Emails that exceed this size will not be accepted
- The PHIMC email server will NOT accept .zip files

Upcoming Activities & Timeline

Activity	Date
Intent to Apply Form Due Submit here	Tuesday, May 21, 2019
Deadline to Submit All Questions	Friday, May 24, 2019
Proposal Due	Monday, June 3, 2019, 5:00pm
Review Period	June 4-24, 2019
Award Announcements	Thursday, June 27, 2019
Contract Start Date	Monday, July 1, 2019
Contract Period	July 1, 2019-June 30, 2020



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Questions?

All RFP questions due to PHIMC by Friday May 24, 2019

RFP@phimc.org

Subject line: RIG_Question

Answers to questions will be posted online by Tuesday May 28, 2019

No phone calls, please



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THANK YOU