

**Notice of Funding Opportunity (NOFO) for the Regional Implementation Group (RIG)
Region 8 – Suburban Cook County**

Contract Period: Upon Notice of Award – 6/30/2026

Application Due: 10/1/2026 - 5:00 p.m. to nofo@phimc.org

Key Dates

Full Notice of Funding Opportunity Release Date	9/1/2026
Bidders Conference (Zoom) Link	9/8/2026 – 1:00 -3:00 p.m. CDT
Intent to Apply (Please note, only organizations that submit the Intent to Apply Form will be considered for this grant.) Submit here	9/17/2026 - 5:00 p.m. CDT
Deadline to Submit All Questions	9/23/2026 - 5:00 p.m. CDT
Proposal Due	10/1/2026 - 5:00 p.m. CDT
Review Period	10/2/2026 -10/23/2026
Award Announcements	On or before 11/2/2026
Contract Start Date	Upon Notice of Award
Contract Period	Upon Notice of Award – 6/30/2027

This Notice of Funding Opportunity (NOFO) is issued by Public Health Institute of Metropolitan Chicago (PHIMC), as lead agency on behalf of Illinois Department of Health. PHIMC may, at its sole discretion, extend the application deadline and/or reissue the NOFO if insufficient qualified responses are received.



Information and documents necessary for submission will be posted on the PHIMC website and updated regularly and can be accessed [here](#).

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1. SUMMARY

Public Health Institute of Metropolitan Chicago (PHIMC) seeks proposals from eligible organizations to provide high quality, high impact HIV prevention services for individuals at highest risk for transmitting or acquiring HIV. This NOFO is issued by PHIMC as the Lead Organization on behalf of Illinois Department of Public Health (IDPH), HIV Section. This NOFO seeks proposals from organizations to provide HIV prevention services within Illinois Region 8 (Suburban Cook County, excluding City of Chicago) in the State Fiscal Year 2027, July 1, 2026- June 30, 2027. The Contract Period will begin upon Notice of Award through the end of the Fiscal Year.

PHIMC issues this Notice of Funding Opportunity (NOFO) as Lead Agency on behalf of the Illinois Department of Public Health. PHIMC advances health justice and strengthens public health through innovation and partnerships that align people, strategies, and resources. PHIMC envisions systems that impact how we live, work, and play as compassionate, affirming, and racially equitable, supporting health and well-being for all people.

2. BACKGROUND

The Illinois General Assembly and Centers for Disease Control and Prevention (CDC) allocate funds to IDPH to provide HIV prevention services to Illinois residents who are at highest risk of transmitting or acquiring HIV/AIDS. These objectives are compiled by region and by service type in the attached SFY27 Regional Service Plan.

Prioritized risk populations and interventions are included in the most current *HIV Testing & Intervention Policies and Procedures Manual*. Populations prioritized for services and interventions are reviewed annually by IDPH and are subject to change.

Illinois HIV Prevention Regional Grant funds are contracted to lead organizations chosen who fund and monitor grantee partners to implement high impact HIV prevention and linkage to care services to prioritized populations at highest risk for HIV in Illinois in every region of the state. IDPH selected HIV Prevention Regional Grant Lead Agencies for Regions 1 through 8 through a competitive application process for the State Fiscal Year 2027 (FY2027). As the lead agency for Region 8, PHIMC issues this NOFO to identify potential grantee partners who will provide HIV prevention services within Illinois Region 8, which consists of Suburban Cook County, excluding City of Chicago.

3. PROGRAM PURPOSE

The purpose of this program is to offer HIV prevention services to those living with HIV/AIDS or who are at high risk of acquiring HIV/AIDS in Region 8, through the following strategies:

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

This program supports High Impact Prevention (HIP) strategies and interventions to achieve the National HIV/AIDS Strategy (NHAS) 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

HIP maximizes the impact of limited resources to reduce new HIV infection rates by combining cost-effective public health strategies and interventions to target the highest risk populations in the most affected geographic areas. 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 combined for greater impact

All applicants must apply a status neutral approach, implementing HIV prevention navigation for both HIV-positive and HIV-negative clients. Status neutral is an approach to HIV education, testing and treatment that emphasizes a continuum of care whether someone is found to be HIV negative or positive. The status neutral approach employs HIV testing as a gateway to additional prevention or other services. This approach promotes the same engagement of priority populations in the provision of HIV prevention and care services regardless of HIV status. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6016418/>

4. FUNDING ALLOCATION AND STRUCTURE

PHIMC is looking to fund up to 12 organizations to provide High Impact HIV Prevention and Linkage services in Region 8/Suburban Cook County. Preference will be given to organizations having locations or established connections in the region and/or a history of serving marginalized or prioritized populations as reflected in the 2027-2031 Priority Population Definitions.

Approximately **\$1,102,614.00** is available for the region for the implementation of High Impact HIV Prevention and Linkage to Care Services throughout Suburban Cook County. Funding is budgeted and billed monthly on a cost basis across 5 direct service and 2 capacity building categories. Applicants may apply for a portion of the available funding in one of more categories and **may** be awarded up to the requested amount. Final award amount will consider the number of awarded applicants and any identified gaps in the geographic areas or service categories in the regional service plan. Funds awarded through this NOFO are a mix of federal and state dollars, 19% CDC and 81% GRF.

HIV rapid testing kits, STI testing kits, condoms, prevention supplies, and educational materials are provided free to grantees in proportion to scope of work.

Direct Service Categories - Available funding amounts for region 8:

1. **\$301,906.26** - Risk-Based HIV Counseling and Testing (*delivered to Priority Populations as identified in the HIV Testing & Intervention Policies and Procedures Manual*)
2. **\$98,447.69** – Risk-Based Integrated STI/VH Prevention - GCCT, HCV, Syphilis (*delivered to Priority Populations as identified in the HIV Testing & Intervention Policies and Procedures Manual*)
3. **\$150,953.13** - Risk Reduction – Group Level and Individual Level Interventions (*delivered to Priority Populations as identified in the HIV Testing & Intervention Policies and Procedures Manual*)
4. **\$72,194.99** - Monthly Condom Distribution (*delivered to Priority Populations as identified in the HIV Testing & Intervention Policies and Procedures Manual*)
5. **\$236,274.47** - Surveillance Based Services - Linkage to care and/or supportive services for individuals living with HIV who are, newly and/or dually diagnosed, lost to care, virally unsuppressed, or part of a fast-growing cluster (*as identified in the HIV Testing & Intervention Policies and Procedures Manual*).

To ensure an equitable and consistent funding process, standardized funding amounts based on number and type of scope will be used to determine amount of funding for which applicants are eligible to apply.

Capacity Building Categories - Available funding amounts for region 8:

1. **\$111,574.05** - Capacity Building – Black/Latine MSM Peer Hiring and Training (*in line with the Capacity Building Guidelines and Allowable Costs document*)
2. **\$131,263.59** - Capacity Building – Black/Latine MSM Client Recruitment (*in line with recruitment strategies identified in the HIV Testing & Intervention Policies and Procedures Manual in addition to the Capacity Building Guidelines and Allowable Costs document*)

Grantees may be awarded through this NOFO for a contract period beginning upon notification of award through State Fiscal year ending June 30, 2027. Funds **must** be used during the contract period. Disbursement of funds is based on monthly reimbursement and requires the submission of invoices and supporting documentation to PHIMC via bill.com and on the forms provided at the time of award. Successful applicants will receive notification of funding on or before 11/2/2026.

In addition to adhering to all Grantee Organization Eligibility Criteria, Agency Requirements for All Risk-Based Interventions and Performance Standards contained in the HIV Testing & Intervention Policies and Procedures Manual, successful applicants will be required to comply with the following reporting requirements and activities:

- Submit Condom Distribution data due on the 15th of every month for the month prior.
- Enter all completed interventions into the state reporting database, Provide Enterprise, due on the 15th of every month for the month prior.
- Submit to PHIMC monthly reimbursement vouchers due on the 10th of every month for the month prior.
- Submit written quarterly and final reports to PHIMC.
- Attend all provider meetings and trainings as required by PHIMC or IDPH.
- Participate in two Administrative Site Visit with full program staff participation.
- Participate in two Program observations demonstrating proficiency and fidelity in providing one or more funded intervention.
- Other reporting requirements or activities as required by PHIMC and/or IDPH.

All applicants must use grant funds according to the guidelines, conditions, and parameters set forth in this funding notice and in compliance with federal statutes, regulations and the terms and conditions of any applicable federal awards. Please refer to [2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E - Cost Principles](#) to determine the appropriateness of costs. The applicant should be familiar with OMB Circular A-122 Cost Principles in its entirety when determining allowable/unallowable cost and direct/indirect cost. Further information regarding allowable and unallowable expenses and funding thresholds is as follows:

- Allowable expenses under RIG are those that are necessary and reasonable based on the activities contained in the proposal, are justified in the Budget Narrative, and are allowable under PHIMC/IDPH guidelines and Subpart E of 2 CFR 200. It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget. Any budget deemed to include

inappropriate or excessive administrative costs will not be approved.

- Unallowable costs: Please refer to [2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E - Cost Principles](#) to determine the appropriateness of costs. In addition, and specific to this grant, the following costs will be unallowable without specific prior written approval from PHIMC:
 - Entertainment costs, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized in the approved budget (2 CFR 200.438)
 - Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land (2 CFR 200.439)
 - Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life (2 CFR 200.439)
 - Food, and other goods or services for personal use of the grantee's employees, contractors, or consultants of the grantee unless authorized as per diem under the State of Illinois Governor's Travel Control Board (2 CFR 200.445).
 - Deposits for items, services, or space.

6. APPLICANT ELIGIBILITY REQUIREMENTS

- PHIMC will not review applications from organizations who are on the Illinois Stop Payment List at the time of application submission.
- Organizations applying for funding must provide services within Suburban Cook County, excluding the city of Chicago.
- Only organizations based within Illinois are eligible to receive HIV Prevention grant funds. These organizations may be local health departments or not-for-profit private community-based organizations, including volunteer or religious organizations which effectively engage individuals at increased risk for HIV. Funded organizations may not be a 501(c) (4) organization, or an organization whose primary mission is to engage in Illinois or federal lobbying activities.
- All applicants must certify that they have not been debarred/suspended from doing business with Federal/State and local governmental agencies.
- All applicants must provide proof that their organizational registration with the Illinois Secretary of State is currently in good standing.
- Applicants must have started the process to register and prequalify in accordance with the Grants Accountability and Transparency Act (GATA). Organizations can register and prequalify in the [Illinois GATA Grantee Portal](#) at any point prior to applying for funding. If awarded funding, registration and qualification must be completed and approved prior to the PHIMC executing contracts. For assistance in completing the GATA prequalification process, please see the following resources: [IDHS: IDHS GATA Prequalification Assistance \(state.il.us\)](#), [IDHS: How to Get GATA Pre-Qualified \(state.il.us\)](#), and [IDHS: Grant Application Pre-Qualification and Pre-Award Requirements Video \(state.il.us\)](#). *Please include as Attachment 6 a copy of the completed GATA Internal Control Questionnaire.*
- Organizations must have or budget to purchase computer equipment that meets the minimal technical requirements for IDPH's electronic Prevention Evaluation Monitoring System supported by Provide® Enterprise:
 - A personal computer capable of running Windows, with the most current update preferred
 - Suggested PC configurations:
 - Minimal 128 MB of RAM
 - Minimal Pentium 3, 600 MHz processor or equivalent
 - 8 GB hard drive

- Super VGA or better monitor, minimum resolution 800x600, 256 colors
- Ability to import and export Microsoft Word and Microsoft Excel files
- Agency Firewall opened to allow outbound TCP traffic on Port 1433
- Administrative access to install the software on the computer
- Scanner optimal recommendations: A document scanner connected to the computer running Provide® Enterprise with a TWAIN-compliant printer, to allow the direct scanning of documents into Provide® Enterprise, rather than scanning outside of Provide® Enterprise and then attaching as a file
 - Scanner requirements: Any type of scanner that can save scanned images to a standard format like PDF, JPG, or TIF

Applicants who do not meet all eligibility requirements will not have their applications evaluated for funding under this opportunity.

6. SELECTION CRITERIA

A panel will evaluate each application with a standardized scoring rubric. While each application component has its own scoring criteria depending on service categories applied for, broadly speaking, strong applications will demonstrate the following:

- Intent to use funding for the support of conducting outreach to directly engage the IDPH identified priority populations to provide high impact HIV/STI prevention services
- A clear rational and supporting evidence that the proposed project falls within the allowable services outlined in this grant application.
- Demonstrated understanding and experience working with the IDPH identified prioritized populations.
- Sufficient financial resources to operate on a reimbursement basis.
- A feasible, aligned, and enduring project proposal that sufficiently answers all the questions thoroughly and is feasible within the project period.
- Applicants should have experience with and understanding how to address issues appropriately and effectively for the IDPH identified prioritized populations with a focus on HIV/STI prevention and linkage to care.
- Applicants should have a history of effectively addressing the needs and populations the grant is intended to serve.
- Evidence that program design and implementation is tailored to meet client needs.

During final award determinations, in addition to application scores, the following criteria will be considered to fulfill the goals of the regional service plan:

- Geographic distribution
- Number of scopes applied for and available.
- Diversity of service settings and interventions
- Commitment to supporting and serving the priority populations in providing high impact prevention and linkage to care services

7. KEY ACTIVITIES AND TIMELINE

Bidders Conference:

The bidders conference will provide an overview of this NOFO, describe the proposal review process, and answer questions from potential applicants. Organizations planning to submit a proposal are strongly encouraged to participate in the bidder's conference. A recording of the bidder's conference will be available on PHIMC's website. The bidders conference will be held on **9/8/2026 from 1:00-3:00 CDT** via webinar.

[LINK TO ACCESS BIDDERS CONFERENCE](#)

Intent to Apply:

Only organizations that have submitted the Intent to Apply Form by 9/17/2026 by 5:00 p.m. CDT will be considered for this grant.

[Intent to Apply Link](#)

Application Submission:

All applications and required documents must be submitted electronically to nofo@phimc.org **no later than 5:00 p.m. CDT on 10/1/2026**. Late or incomplete applications will **not** be accepted. The applicant is solely responsible for submitting a complete and timely application. Hard copies of the application will not be accepted.

Proposal Evaluation:

Evaluation panels convened by PHIMC will review and evaluate the submitted proposals in accordance with the scoring criteria. The panelists will review, score, and make funding recommendations to PHIMC. The numerical score may not be the sole award criterion. PHIMC reserves the right to consider other factors such as geographical distribution, demonstrated need, etc. While the recommendation of the review panel will be a key factor in the funding decision, PHIMC maintains final authority over funding decisions and considers the findings of the reviewers to be non-binding recommendations. Any internal documentation used in scoring or awarding of grants shall not be considered public information. The evaluation period will take place **10/2 – 10/23/2026**

Questions:

For any questions related to this NOFO, please email nofo@phimc.org. In the subject line, please type "RIG NOFO Question." The deadline to submit questions via email is **9/23/2026 - 5:00 p.m. CDT**. All answers will be posted on PHIMC's [website](#) up until **9/25/2026 - 6:00 p.m.** PHIMC will not accept any questions via phone or submitted to any other email address other than nofo@phimc.org.

8. SCORING CRITERIA RUBRIC

Category	Available Points
Cover Page	Not scored
Organization Overview	5
Project Proposal, Design, and Implementation	60

External Referral and Collaboration	25
Proposal Budget	10
Total Possible Points	100

PHIMC reserves the right to request written or verbal clarification of supporting materials, or to cancel this NOFO process.

9. PROPOSAL NARRATIVE

Using the *HIV Testing & Intervention Policies and Procedures Manual and Allowable Costs documents* as a guide, please build your proposal in the following format as outlined below according to each section. Please note the additional formatting instructions in Section 12. FORMATTING AND SUBMISSION. Proposal attachments may not be used to extend the proposal narrative.

All applicants must provide responses based on the guidance for each section.

- [HIV Testing & Intervention Policies and Procedures Manual](#)
- [Capacity Building Guidelines and Allowable Costs](#)
- [Priority Population Definitions](#)
- [RIG R8 Scope Request Form](#)
- [RIG R8 Budget Form](#)
- [Region 8 Service Plan](#)

A. Cover Page (0 points)

- a. To download RIG FY27 Application Cover Page go to:
[LINK](#)

B. Organization Overview (5 points) Maximum 1 page

- a. Provide a brief overview of the organization's history, mission, and experience.
- b. Describe the key client populations served at the organization and any experience working with the identified priority populations.
- c. Describe any experience and/or key services that are relevant to this proposal.
- d. Briefly describe additional services delivered by your organization that may be relevant to this grant.

C. Project Proposal, Design, and Implementation (60 Points) Maximum 8 pages

For each service delivery category below, describe your organization's experience with and capacity to provide the service and reach the IDPH identified priority population. Details should include:

- The IDPH approved interventions your organization will deliver or intend to deliver under each applicable category (*Only applies to 1. Risk Reduction Activities and 4. Prevention with Positives Surveillance Based Activities*)
- Relevant experience, including existing staff with certifications corresponding to the service category.
 - For example: IDPH certification to provide Risk-based HIV Testing , GCCT Specimen Collection, HCV testing training, Certification in any of the IDPH approved Behavioral Interventions.
- Examples of similar programs, or other details that indicate your organization's capacity to successfully implement the service.
- Outreach strategies that will be employed to successfully implement the services and reach prioritized population.

If your organization is not applying for a specific service category, please indicate that in your proposal with N/A

1. Risk Reduction Activities- Group or Individual Level Interventions
2. Risk-Based HIV Testing with Linkage to Care
3. Risk-Based Integrated STI/HCV Testing with Linkage to Treatment
4. Prevention with Positives Surveillance-Based Services
5. Describe how your organization will implement Targeted Condom Distribution including drop off site identification
6. Describe how your organization will maintain a status neutral approach, implementing HIV prevention navigation for both HIV-positive and HIV-negative clients

If applying for Capacity Building funding, answer the following questions. Only organizations who have, in the Scope Request Form, identified scopes applicable to Black/Latine MSM are eligible to receive this funding. Please reference the Capacity Building Guidelines and Allowable Cost document to complete this section.

7. Describe how your organization will utilize Black/Latine MSM Peer Hiring and Training funds in the grant year to engage Black/Latine MSM in HIV prevention service delivery. Detail the recruitment process and how it will ensure that Peers are Black/Latine MSM or have demonstratable connections to that community. Describe the activities that these funds will support and whether your program will place

Peers on staff/contract/stipend.

8. Describe how your organization will utilize Black/Latine MSM Client Recruitment funds for social media/social marketing/social networking for MSM of color to strengthen your agency's capacity to engage Black/Latine MSM in HIV prevention services via social media/marketing/networking. Indicate whether your program will conduct social media, social marketing, and/or social networking, and the activities that these funds will support.

D. External Referral and Collaboration (25 Points) 2 pages

1. Describe your organization's current referral network and/or intended collaborations that your organization will establish to meet and/or support Regional HIV Prevention grant deliverables. Indicate which referral services your agency currently provides or will establish.
 - HIV case management services
 - Major HIV primary medical care providers
 - STD service providers
 - PrEP prescribers
 - nPEP prescribers
 - Local health departments
 - Programs providing Harm Reduction through syringe exchanges, substance abuse treatment, buprenorphine and methadone therapies, detoxification, recovery programs, substance abuse prevention, etc.
 - Social or service organizations serving gay-identified, bisexually active, or other MSM regardless of sexual self-labeling of any race or ethnicity
 - Primary care providers serving homeless, low income, and/or uninsured persons
 - Intimate partner violence programs
 - Housing and food insecurities
 - Employment assistance programs
 - Insurance enrollment assistance programs

E. Scope Request and Budget Proposal (10)

- a. Required Forms
 - i. To ensure an equitable and consistent funding process, PHIMC has established standardized funding amounts based on the number and type of scopes to be completed. Applicants must complete the RIG Scope Request Form to determine the amount of funding for which they are eligible to apply.
 - ii. Using the RIG Budget Form describe how you will use the requested funding. Please ensure the amount of funding requested under each budget category aligns with each direct service category and total allowable amount in the Scope Request form. Complete the RIG Budget Form by filling out the Budget Details tab and signing the Budget Summary tab.
 - a) Budget categories include:

1. Personnel (Salary and Wages) Funds may only support a staff position if that staff position is fundamental to completing the project or task associated with the proposed project.
2. Fringe Benefits
3. Travel
4. Materials and Supplies Please note, HIV rapid testing kits, STI kits, condoms, prevention supplies, and educational materials are provided free to grantees in proportion to scope of work.
5. Contractual Services
6. Consultant Services (Professional Services)
7. Training and Education
8. Equipment
9. Occupancy - Rent
10. Occupancy – Other Costs, Utilities
11. Indirect Costs (15% de minimis or Federal or State approved rate)

b. Narrative

- i. Describe how the organization will ensure the full grant amount is expended by June 30, 2026.
- ii. All contracts will be paid on a reimbursement basis. Based on this, answer the following:
 1. Is the organization's cash flow sufficient to begin delivering services immediately upon contract ratification with PHIMC? Please indicate yes or no.
 2. Is the organization able to operate on a reimbursement basis throughout the entire contract period? Please indicate yes or no and provide an explanation.
- iii. Please indicate the organization's status in completing the registration and prequalification process in the Illinois GATA Grantee Portal.

10. Supporting Documents

The following supporting documents must be labeled and emailed with each application following the instructions outlined in Section 11- Formatting and Submission of the NOFO. Please note supporting documents are proposal attachments not included within the indicated page limit and must be filled out and submitted as part of a complete proposal.

- Attachment 1: Staff Resumes and Relevant Certifications (for existing staff)
- Attachment 2: RIG Scope Request Form
- Attachment 3: RIG Budget Form, Both the Budget Details Tab and the Budget Summary Tab
- Attachment 4: Most Recent Financial Audit + Findings or
 - Verification of Exclusion
 - Coversheet and table of contents from agency's fiscal policy manual
 - W9
- Attachment 5: Internal Revenue Service 501(c)(3) Tax Exempt Determination Letter
- Attachment 6: Completed GATA Internal Control Questionnaire
- Attachment 7: Certificate of Good Standing from Illinois Secretary of State.
 - *If you are a government organization that is exempt from this, please provide a statement indicating why the organization is exempt in place of the Certificate of Good Standing.*
- Attachment 8: Application-Certification Form

11. FORMATTING AND SUBMISSION

Proposal Narrative:

- Use at least 1.0-line spacing and 12-point font size, font should be Times New Roman
- Margins of at least 1 inch on all sides
- Application narratives must stay within the specified page limit
- Page numbers must be included on each page
- Include the application section and title, e.g. Organizational Overview, at the beginning of each section. For Project Proposal, Design, and Implementation, be sure to indicate the service category- e.g. Risk Reduction Activities- Group or Individual Interventions, Risk-Based HIV Testing with Linkage to Care with prioritized population in the grant year, etc. If not applying for a specific service category, please indicate the service category with N/A.
- Include the details requested, e.g. IDPH Approved Interventions, Relevant Experience, etc. followed by the response

Submission Guidelines and Instructions:

PHIMC will not review applications from organizations who are on the Illinois Stop Payment List at the time of application submission. All applicants must submit the [Intent to Apply Form](#) by **5:00p.m. CDT on 9/17/2026** to be considered for this grant. All complete applications must be submitted by **5:00p.m. CDT October 1st, 2026**, to nofo@phimc.org. Failure to follow the instructions related to content will result in the proposal being eliminated from consideration. Other than late submission, the most common reasons that proposals are rejected include missing sections of the proposal and failure to include requested documents.

File Saving and Naming Conventions:

Documents should be saved in the outlined format with the corresponding file naming conventions:

- **Proposal Narrative:** Includes the application Cover Page; Organization Overview; Project Proposal, Design, and Implementation; External Referral and Collaboration; and the narrative portion of the Scope Request and Proposed Budget. The Proposal Narrative should be submitted as one document using the filename instructions outlined below.
 - File naming convention: [organization name] _RIG8 Narrative Application
 - Example: PHIMC_RIG8_Narrative Application
- **Supporting Documents:** All supporting documents should be submitted as separate documents numbered in the order, they are listed under Section 10- Supporting Documents. Use the filename instructions outlined below when submitting Supporting Documents.
 - File Naming Convention (Individual Supporting Documents): [organization name] _RIG8_Attachment
 - Example: PHIMC_RIG8_1 Staff Resumes
 - Example: PHIMC_RIG8_2 Scope Request Form

Email Submission:

PHIMC will only accept applications submitted via email at nofo@phimc.org

- All applications and supporting documentation must be submitted in a SINGLE email as PDFs to nofo@phimc.org with the subject line “[organization name] RIG Grant Application”
- Submission emails must not exceed 30 MB. Emails that exceed this size will not be accepted by PHIMC’s email server system.
- The PHIMC email server will NOT accept .zip files.

Email File Attachments:

All application documents should be submitted as PDF file attachments to the email.

- The NOFO application and accompanying required supporting documents must be converted to PDF formats. There are many free, downloadable PDF converters. A recommended program is CutePDF Writer (<http://www.cutepdf.com>)
- If scanning documents into PDFs and/or creating PDFs via Word or another software, the resolution should be set to 300dpi or less.

Opening and Editing the RIG Cover Page, Scope Request Form and Budget Form:

The RIG Cover Page and Budget form are formatted in Microsoft Word and Microsoft Excel. Google Docs and Google Sheets are free and compatible alternatives for those who do not utilize Microsoft products.

Applications that do not meet the eligibility requirements of this NOFO and/or do not follow all instructions in this section will not be evaluated for review.