

Regional Implementation Group (RIG) Region 8 – Suburban Cook County Bidder's Conference

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September 8th, 2026

Agenda

- Overview of PROGRAM
- Review Funding Allocation
- Review Applicant Eligibility
- Overview of Proposal Narrative
- Review of NOFO Application Instructions
- Upcoming Activities and Timeline
- Q&A

PHIMC Mission

Public Health Institute of Metropolitan Chicago (PHIMC) advances health justice and strengthens public health through innovation and partnerships that align people, strategies, and resources.

Program Overview

Program Purpose

In line the Illinois **Getting to Zero (GTZ)** and the national **Ending the HIV Epidemic (EHE)** plans, the purpose of this program is to offer HIV/STI testing and prevention services and linkage to care to those living with HIV/AIDS or who are at high risk of acquiring HIV in Region 8 of Suburban Cook County, excluding City of Chicago.

Program Strategies and Goals

Key strategies for program implementation include

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

Goals of GTZ and EHE

- 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

Funding Allocation and Structure

Funding Allocation

PHIMC is looking to fund **up to 12** organizations to provide High Impact HIV Prevention and Linkage services in Region 8/Suburban Cook County. Grantees may be awarded through this NOFO for a contract period beginning upon notification of award through State Fiscal year ending June 30, 2027

- 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 included in the HIV Testing & Intervention Policies and Procedures Manual*

Funding Structure

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

- Approximately **\$1,102,614.00** is available for the region
- Funding is budgeted and billed monthly on a cost basis across 5 direct service and 2 capacity building categories
- Funds awarded through this NOFO are a mix of federal and state dollars
- Applicants may apply for a portion of the available funding in one of more categories and **may** be awarded up to the requested amount

Funding Categories

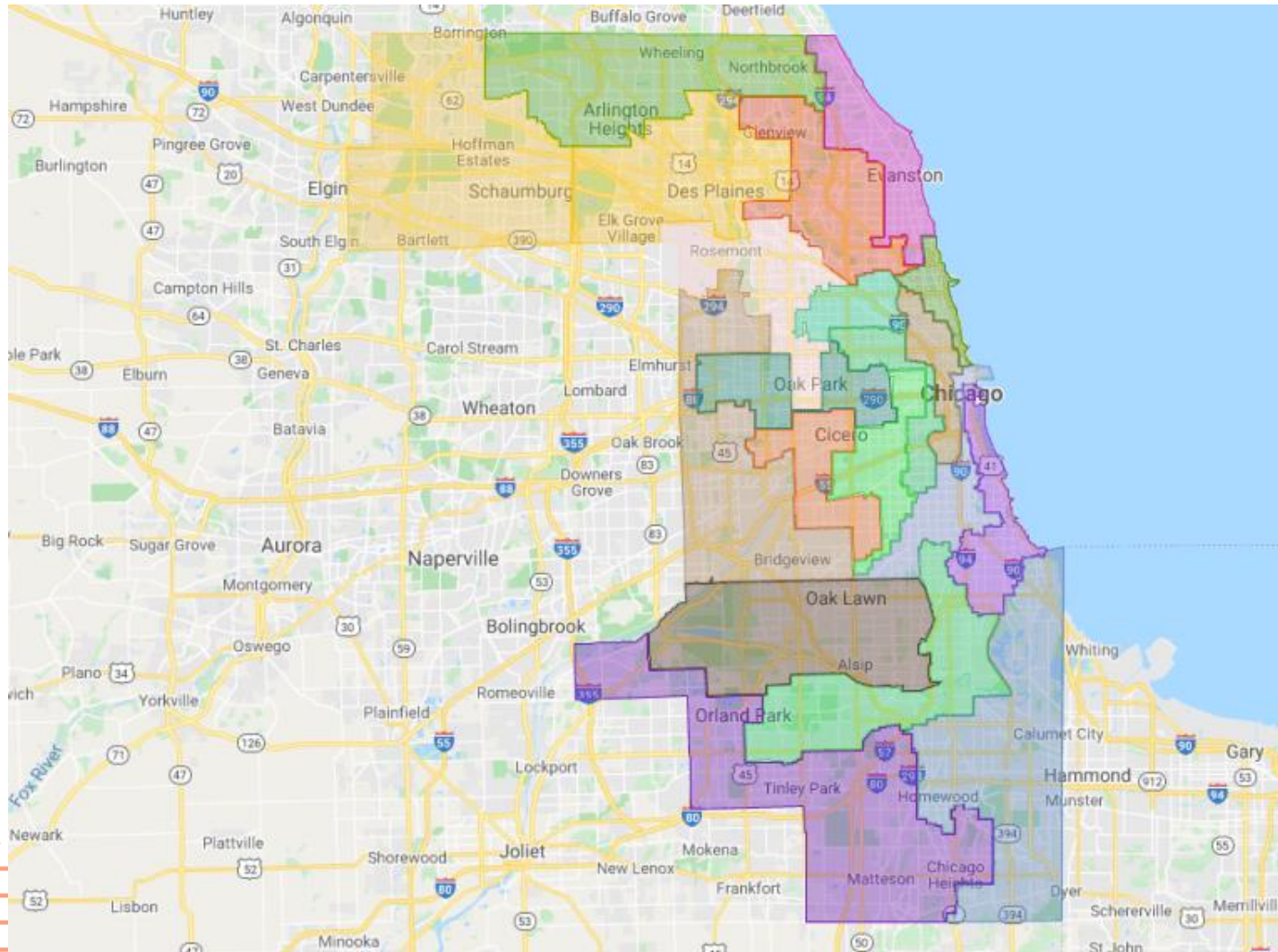
Direct Service

- Risk Based HIV Counseling and Testing
- Risk-Based Integrated STI/VH Prevention
- Risk Reduction – Group Level and Individual Level Interventions (status neutral)
- Monthly Condom Distribution
- Surveillance Based Services

Capacity Building

- Black/Latine MSM Peer Hiring and Training (24 month limit)
- Black/Latine MSM Client Recruitment

Funding Map

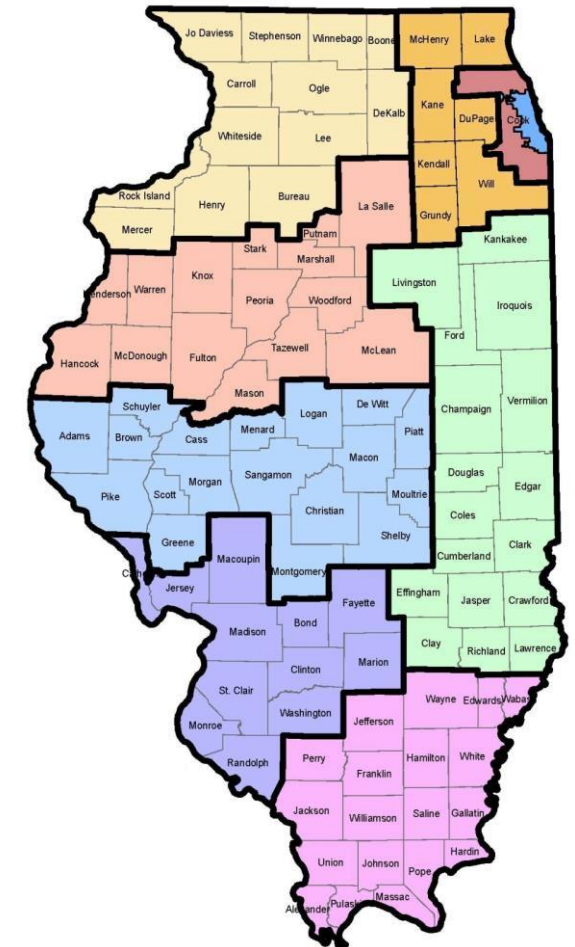


ILLINOIS DEPARTMENT OF PUBLIC HEALTH - HIV/AIDS SECTION REGIONAL IMPLEMENTATION GROUP (RIG) JURISDICTIONS



Regions

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9



Effective Date: January 1, 2010

Applicant Eligibility Requirements

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.

- **PHIMC will not review applications from organizations who are on the Illinois Stop Payment List at the time of application submission**

Applicant Eligibility Requirements

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, GATA registration and qualification must be completed and approved prior to the PHIMC executing contracts.
- Applicants must meet all other eligibility requirements in section 5 of the NOFO.

Organizations applying for funding must provide services within Suburban Cook County, excluding the city of Chicago.

Proposal Narrative

Scoring 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.

Guiding Documents

The following documents should be used as resources for crafting your proposal narrative, understanding priority populations, identifying interventions for your program, and understanding the landscape of HIV prevention in Illinois

- *HIV Testing & Intervention Policies and Procedures Manual*
- *Capacity Building Guidelines and Allowable Costs*
- *Priority Population Definitions*
- *RIG R8 Scope Request Form*
- *Region 8 Service Plan*

Cover Page - (Not Scored)

- **Organization Information:**
 - Name
 - EIN
 - Contact information
- **Service Locations and Amount Requested**
 - Geographical area/areas
 - Service Categories
 - Amount requested

Organization Overview (5 Points)

Maximum 1 page

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

Project Proposal, Design, and Implementation (60 Points)

Maximum 8 Pages

- For each service delivery category describe your organization's experience with and capacity to provide the service and reach the IDPH identified priority population
 - The IDPH approved interventions your agency will deliver under each applicable category
 - Relevant experience, including existing staff with certifications
 - Examples of similar programs
 - Outreach strategies that will be employed

Project Proposal, Design, and Implementation (60 Points) - Continued

- Describe how your organization will maintain a status neutral approach.

Black/Latine MSM Capacity Building

- Describe how your organization will utilize Black/Latine MSM Peer Hiring and Training funds
- Describe how your organization will utilize Black/Latine MSM Client Recruitment funds

External Referral and Collaboration (25 POINTS)

Maximum 2 pages

Describe your organization's current referral network and/or intended collaborations that your organization will establish to meet Regional HIV Prevention grant deliverables. Including but not limited to

- HIV case management services
- Major HIV primary medical care providers
- STD service providers
- PrEP prescribers
- nPEP prescribers

Scope Request and Budget Proposal (10 Points)

Required Forms

- 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.
- Using the **RIG Budget Form**, you will describe how you will use the requested funding.
 - The amount of funding requested under each budget category must align with each direct service category and total allowable amount in the Scope Request Form.
 - You will build a budget based on the 8 month contract period

Scope Request and Budget Proposal - Continued

Narrative

- Describe how the organization will ensure the full grant amount is expended by June 30, 2027
- All contracts will be paid on a reimbursement basis. Based on this, answer the following:
 - Is the organization's cash flow sufficient to begin delivering services immediately upon contract ratification with PHIMC? Please indicate yes or no.
 - Is the organization able to operate on a reimbursement basis throughout the entire contract period? Please indicate yes or no and provide an explanation.
- Please indicate the organization's status in completing the registration and prequalification process in the Illinois GATA Grantee Portal.

Required Attachments

Attachment 1: Staff Resumes and Certifications

Attachment 2: RIG Scope Request Form

Attachment 3: RIG Budget Form

Attachment 4: Most Recent Financial Audit + Findings or

- Verification of Exclusion,
- Coversheet and table of contents from agency's fiscal policy manual, and
- 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

Attachment 8: Application Certification Form

Application Instructions

Formatting and Submission

Formatting – 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, at the beginning of each section.
- Include the details requested, e.g. IDPH Approved Interventions, Relevant Experience, etc. followed by the response

Submission Guidelines and Instructions

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. 10/1/2026**, 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:

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.

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.

File Naming Convention: [organization name]_RIG8_Attachment

- *Example: PHIMC_RIG8_1 Staff Resumes*

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.

Key Activities & Timeline

Full Notice of Funding Opportunity Release Date	9/1/2026
Bidders Conference (Zoom)	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.) https://www.surveymonkey.com/r/rigintentoapply2026	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

Questions?

All additional NOFO questions 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