

**CITY OF CLEVELAND
DEPARTMENT OF PUBLIC HEALTH
COMMUNITY DEVELOPMENT BLOCK GRANT
FOR
HIV/AIDS PREVENTION
2009-2010**

Request for Proposals



Date of Issuance

Thursday, March 12, 2009

Applications Due

Thursday, April 9, 2009; 12:00 PM

Introduction

Purpose and Intent

The City of Cleveland announces the availability of Community Development Block Grant funds for the Cleveland Department of Public Health (CDPH) HIV/AIDS Prevention Program. These funds will be for a one-year grant cycle that will begin on July 1, 2009 and run through June 30, 2010. Community Development Block Grant funds will be made available to nonprofit organizations and public agencies to provide HIV/AIDS prevention interventions and capacity building initiatives to the residents of the City of Cleveland.

The goal of the Community Development Block Grant HIV/AIDS Prevention Program is to reduce the rate of new HIV infections among Cleveland residents. Prevention interventions must utilize theoretical approaches that are evidence based and scientifically proven. Interventions using approaches outlined in the Compendium of HIV Prevention Interventions with Evidence of Effectiveness will be given special consideration. The Compendium of HIV Prevention Interventions with Evidence of Effectiveness can be found at <http://www.cdc.gov/hiv/pubs/HIVcompendium/hivcompendium.htm>. All interventions must actively support for HIV counseling and testing services.

Capacity building initiatives will support the development of new HIV prevention programs. These initiatives will use grant dollars to support the creation of new prevention programs through professional education, technical assistance activities, and system development. Capacity building providers are expected to support the development of the new programming that will be sustainable and responsive to the prevention needs of the residents of Cleveland.

FUNDING PRIORITIES

Submission of prevention interventions must target one or more of the following target populations to be considered for funding:

- **Men Who Have Sex With Men**
- **High-Risk Heterosexual Populations**
- **Injection Drug Users**
- **Youth**

In addition, proposals will be accepted for the following special projects

- Capacity Building for the professional staff development of medical, social service, teachers, and faith-based personnel and their organizations.

- HIV counseling and testing *programs that are outside of traditional medical settings and are more likely to reach some persons who report increased risk for HIV.*

A funding cap of 20% of the total allocation of approximately \$400,000 will be imposed on proposed programs. However, program budgets will be carefully reviewed to determine appropriate grant awards. The City of Cleveland reserves the right to not award all or any of the funds available through this request for proposals process, based on the available funding, and the quality of the proposals submitted. Individual grant awards may be adjusted to ensure maximum utilization of grant funds.

All funded programs will be required to participate in a Community Development Block Grant HIV/AIDS Prevention Program evaluation. Each funded program will work closely with the evaluator, and all programs will be expected to collect pre and post test surveys from all clients receiving services, provide a follow-up contact with clients to assess if behavior change has occurred, and perform web-based data entry. All funded programs will also be expected to participate in the Cuyahoga County HIV Prevention Regional Advisory Group meeting and public awareness activities.

TIMELINE FOR REQUEST FOR PROPOSALS

A. Date of Issuance of RFP: Thursday, March 12, 2009.

B. RFP Due Date: Thursday, April 9, 2009; 12:00 PM; all proposals received after the due date will not be accepted.

Applications must be submitted electronically **and** in paper form. The electronic copy can be emailed to the address **below** or saved on a CD, Microsoft Word or Adobe Acrobat file format preferred, and submitted with the paper copy. The paper submission must include the original and five copies of the proposal and all necessary supporting documentation. The CDPH prefers that proposal be printed double sided, however this is not a requirement. Proposals and questions should be addressed to:

David Merriman
Cleveland Department of Public Health
Office of HIV/AIDS Services
75 Erieview Plaza, 3rd Floor
Cleveland, Ohio 44114
(216) 420-8504
dmerriman@city.cleveland.oh.us

TECHNICAL ASSISTANCE

A technical assistance session for applicants will be held at the Cleveland Department of Public Health at 75 Erieview Plaza, Cleveland, Ohio 44114 (3rd Floor Conference Room) on **Tuesday, March 24, 2009 at 9:00 am.** All sections of the Request for Proposals will be reviewed at that time and ample opportunity for questions will be provided.

QUALIFICATIONS OF APPLICATIONS

Applicant agencies must meet the following minimum requirements:

- The applicant must be located in the City of Cleveland and serve Cleveland residents.
- Applicants must be not-for-profit, tax exempt organizations as determined by Section 501(c) 3 of the Internal Revenue Code, with a current, valid letter of exemption or be a public agency or school district.
- Grant funds are provided on a reimbursement basis. Agencies must have the ability to provide initial revenue for program costs.
- Applicant agencies must demonstrate at least two years expertise in the proposed HIV prevention program area.
- Applicant agencies must demonstrate collaboration with at least two complementary AIDS service organizations.
- Multiple proposals may be received from applicant agencies. However, no agency will be awarded more than 40% of total grant funds.
- All HIV prevention proposals must actively support HIV counseling and testing services—either through the direct provision of testing, collaboration and linkage with an established testing provider, and/or participation in all public HIV testing events. It is not the intent of these funds to support the development of new HIV counseling and testing sites or clinics.

PROGRAM REQUIREMENTS

- Funded agencies must submit monthly fiscal reports for reimbursement and programmatic reports outlining performance and outcomes. Reports must be submitted to the CDPH. Agencies must have the capacity to submit the reports through email or an internet website if required. Reimbursement will be withheld from agencies that do not adhere to the reporting requirements; contracts may be terminated.
- Funded agencies must actively participate in evaluation activities. Agencies will be required to complete a pre and post test knowledge and risk survey with all clients. The funded agencies will be required to submit the surveys with their agency's monthly reports. Reimbursement will be withheld from agencies that do not adhere to the evaluation requirements; contracts may be terminated.
- If necessary, funded agencies will be required to send all project staff to a comprehensive HIV prevention education training. Workshops will be sponsored by

the Cleveland Department of Public Health at no cost to the agency. Reimbursement will be withheld from agencies that do not adhere to the workshop requirement; contracts may be terminated.

- All funded agencies will be required to participate in the Cuyahoga County HIV Prevention Regional Advisory Group (RAG). Participation includes attending the eight meetings held each year. Meeting times will be scheduled during the CDBG Grantee Orientation Meeting.
- Award recipients will be required to participate in site visits to discuss performance and provide demonstration of program activities.
- All grant funded agencies will be required to use a web based reporting system. Funded agencies are responsible for securing and maintaining the computer systems needed to access the data system. Agencies will be required to have DSL or cable internet access, and all program staff must have email access. Reimbursement will be withheld from agencies that do not adhere to the documentation requirements; contracts may be terminated.

PROPOSAL COMPONENTS

Each proposal must contain the following format and content requirements. Failure to do so will result in exclusion from the funding process.

1. Agency programs must be based on behavioral science, theory or be scientifically proven. The agency must demonstrate that the program interventions are behaviorally-based by: explaining the formal theory incorporated into the program design, denoting the evidence-based model being replicated, or explaining the adaptation of a behavioral science based prevention model being used.
2. Programs must be culturally and linguistically appropriate and must include comprehensive HIV Prevention and Education. Programs must address one or more co-factors that lead to HIV infection as they relate to the targeted population, e.g., alcohol and other drug use and abuse, low self esteem, physical/emotional/sexual abuse, socioeconomic factors, sexual addiction, peer pressure, cultural/ethnic barriers, religious beliefs, and health factors common to at risk populations for example (unplanned pregnancies, and stress related illnesses).
3. Programs must provide skill building training, which will enable participants to avoid risky behavior and to educate participants regarding alternatives to risky behavior.
4. Programs must demonstrate active support of HIV counseling and testing services. This support can be on-site testing services or referral protocols with established testing

centers or clinics. Additionally, support and participation in area testing events is encouraged.

5. Proposals must document previous and current knowledge and experience in working with the target population, particularly as these relate to culture-specific norms, values, realities of the target population, gender and cultural norms in sexual decision making, and HIV/AIDS related experience with target population.
6. If the proposal has an outreach component, it should identify the geographic areas where it intends to reach the targeted population. It should also identify social venues that it will target such as crack houses, shooting galleries, public sex environments, beauty salons, the Internet, and churches.
7. Proposals must indicate collaboration and partnerships with other local agencies involved with HIV/STD prevention, education and/or services, as well as other local organizations with connections and experience with target populations.
8. Begin each section of the narrative on a new page. Limit your answer to the amount of space specified for that particular section of the narrative.
9. Remove staples from all supporting documentation, including financial statements.
- 10. Deadline extensions will not be granted for any reason.**

The focus of the proposal must be the 2009-2010 Grant Year's activities and related budget information. Please use the following proposal format and address each component within the allotted page limits:

Cover Page

1 page maximum

- Name and address of the applicant agency.
- Title of the proposed project.
- Funding amount requested.
- Identify if the proposal is for a HIV Prevention Program or Capacity Building Initiative
- Phone, fax numbers, and email address of the applicant organization.
- Name and title of contact person.
- Year of Proposed Project: CDBG 2009-2010

Abstract

1 page maximum

- Name and a description/purpose of the proposed project.
- Priority population the project intends to serve.
- Neighborhood or geographic area within the City of Cleveland the proposal targets, including ward numbers.

- What gap does the program fill in the community? How will the proposed project assist in reducing HIV rates in the City of Cleveland? How does the proposed project contribute to the existing array of HIV prevention services in greater Cleveland?

Agency Capacity

1 page maximum

- A description of the agency including a concise explanation of the agency's capacity to carry out the proposed project (e.g., number of years providing HIV prevention services; capacity of staff to fulfill the grant goals, objectives, and activities).
- Identify other agency HIV prevention and/or care services and programs that will support the needs of the target population or community. Special attention should be given to the provision of basic needs activities such as food centers, housing assistance, job training, and education support, as well as other supportive services such as mental health counseling and health promotion programs.
- Discuss if and how the target population is included in the decision making of the agency (e.g. involvement with the agency's Board of Directors, through focus groups or consumer advisory councils, or other means of organized input).

Target Population Description

2 page maximum

- Agency's qualification and prior experience working with the target population.
- Description of how program participants will be identified. What outreach is proposed or in place to attract members of the target population?
- Justification of Target Population. Within the larger risk group, why was this target population chosen? Why is this group at particular risk? What necessitates the provision of services to this targeted group? Responses should refer primarily to the specific group targeted (e.g., Latina women) in addition to the larger category (high risk heterosexual women of color).

Program Narrative

5 page maximum

- Description of program components' relevance to the target population. How/Why were the program components (behavioral science theory and evidence of effectiveness, curricula, sites, times, resources, etc.) selected to best impact the target population.
- Detailed description of the specific activities that will be conducted to accomplish these objectives. (The activities section should answer these questions: Who will be served? What type of prevention interventions will they receive? Where will education occur? When will education be conducted?)
- Description of the active support of HIV counseling and testing services.
- Description of collaboration with area agencies providing complementary services.

Scope of Services 2009-2010

1 page maximum

- List program objectives and target number to be reached.
- See Attachment B

Budget

- A line item budget must be included and account for all costs (including in-kind costs and outside grants) that contribute to the maintenance of the proposed project using Budget Forms 1-2.
- An accompanying descriptive budget narrative must be included and explain each line item in detail. It must describe how the amount requested was calculated.
- There is a 7% administrative overhead/indirect cost maximum. All administrative costs must be supported with a line item and narrative budget documents.

** Does the budget reflect the total cost of the proposed program, including in-kind costs? Does the applicant appear to have the ability to realistically provide the listed in-kind costs? Does the budget justification provide a basis for the proposed program proposed and the number of individuals targeted? Does the requested funding account for more than 50% of the agency's total operating budget for the project year? Is the request reasonable? Are detailed provisions for the timely hiring of staff included? Is the level of supervisory staff and administration consistent with the scope of work?

Supplemental Materials

- **Position Description(s)** for all project staff must be included with the proposal. If the project will use existing staff of the applicant organization, resumes/qualifications of these staff members should be included in the application.
- **IRS Letter of Exemption**: A copy of the applicant organization's IRS letter of exemption should be included with the proposal.
- Provide an **audited financial statement** for the applicant's last fiscal year.

Letters of Collaboration or Support

- External agency support or collaboration presented in the proposal should be documented in a letter from that agency dated within the last 60 days.
- Agencies should include 3 – 5 total letters.

REVIEW CRITERIA

Applications meeting the minimum requirements will be reviewed and evaluated in the following areas:

Cover Page	2 points maximum
Abstract	5 points maximum
Agency Capacity	10 points maximum
Target Population Description	20 points maximum
Program Narrative	30 points maximum
Scope of Services	10 points maximum
Budget Narrative	15 points maximum
Supplemental Materials	3 points maximum
Letters of Collaboration & Support	5 points maximum

APPLICATION CHECKLIST

Make sure that the application is complete before it is submitted by checking the following list:

Proposal

- ☐ Cover Page
- ☐ Abstract
- ☐ Agency Capacity
- ☐ Target Population Description
- ☐ Program Narrative
- ☐ Scope of Services
- ☐ Budget Narrative

Supplemental Materials

- ☐ Budget Forms 1-2
- ☐ Position Descriptions
- ☐ IRS Letter of Exemption
- ☐ Audited Financial Statement
- ☐ Letters of Collaboration & Support
- ☐ Attachment A, signed

BUDGET FORM 1

Name of Project _____

Applicant Agency _____

Grant Year _____

Personnel		Hours Per Week on Project	Source of Project Funds		
Name	Position Title		Grant Funds*	Other Funds**	Total Project Costs
SUBTOTAL PERSONNEL					
FRINGE BENEFITS Insurance Social Security Retirement Disability Medical Dental					
TOTAL PERSONNEL					

* These are grant monies, which are being requested.

** These are monies outside the grant process which will help pay for the project (e.g. in-kind, or matching funds from another grantor, foundation, or the agency).

BUDGET FORM 2

Name of Project _____

Applicant Agency _____

Grant Year _____

Category	Grant Funds	Other Funds	Total Project Costs
TOTAL PERSONNEL (from prior page)			
Consumable Supplies			
Medical/Lab			
Office			
Educational			
Postage			
Travel			
Mileage			
Per diem			
Lodging			
Registration Fees			
Rent			
Utilities			
Contractual Services			
Other Expenditures			
Phone			
Printing/Photo Coping			
TOTAL BUDGET			

Table should be amended as needed to include all applicable program costs.

Attachment A

Agency Non-Contact Reviewer Agreement

I, _____, an authorized representation of
(Name)

_____, agree that the employees,
(organization name)

board members, their spouses, and any person negotiating on behalf of the organization is prohibited from contacting any member of the proposal review committee before, during, and after the review process for the sole purpose of discussing our agency's or another agency's application. I understand that such contact will result in the termination of our application and suspension of consideration of our proposal in this funding process.

(Print name)

(Signature)

Attachment B - example

2009-2010 CDBG Scope of Services
Agency Name

Objectives:

- **Train Professionals in Agency or Target Group Specific Workshop - 20 total**
 - Various local professionals will participate in agency or target group specific workshops
- **General population will receive HIV Counseling & Testing – 100 total**
 - Members of the general population will receive HIV Counseling and Testing through our walk-in testing program
- **Educate identified STD positive adolescents within the clinic. – 100 total**
 - Adolescents that test positive for an STD will receive additional STD/HIV education
- **HIV Counseling & Testing Referrals - 25 total**
 - Coordinator will refer 25 individuals to area HIV Counseling & Testing sites for HIV testing services