



# RFA #003 Ryan White HIV/AIDS Program Part A - 2021 Request for Applications (RFA) Pre-Bid Conference Call

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AUGUST 23, 2021

2 – 3:00 PM CDT

ONLINE VIA MICROSOFT TEAMS

# AGENDA

1. Welcome & Introductions
2. RWHAP & Solicitation Overview
3. Projected Allocations
4. Contracting
5. Applicant Minimum Qualifications
6. Application Submission Instructions
7. RFA Sections
8. Q&A

# Welcome & Introductions

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- Everyone is muted for the call until the Q&A
- Materials for meeting located on the RFA competition website
- Questions during the presentation can be typed in the chat
- After the presentation: Comments and questions need to be submitted via email to [APHHIVRESOURCESADMIN@austintexas.gov](mailto:APHHIVRESOURCESADMIN@austintexas.gov). Please use the subject line: 'RWHAP RFA Question'
- We will be recording the presentation

# Overview of RWHAP & Solicitation

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- The City of Austin Public Health Department, HIV Resources Administration Unit, receives RWHAP Part A and Minority AIDS Initiative (MAI) federal funds under the Ryan White HIV/AIDS Treatment Extension Act of 2009.
- This legislation represents the largest dollar investment made by the federal government specifically for the provision of core medical and support services for low-income persons with HIV.

# Overview of RWHAP & Solicitation

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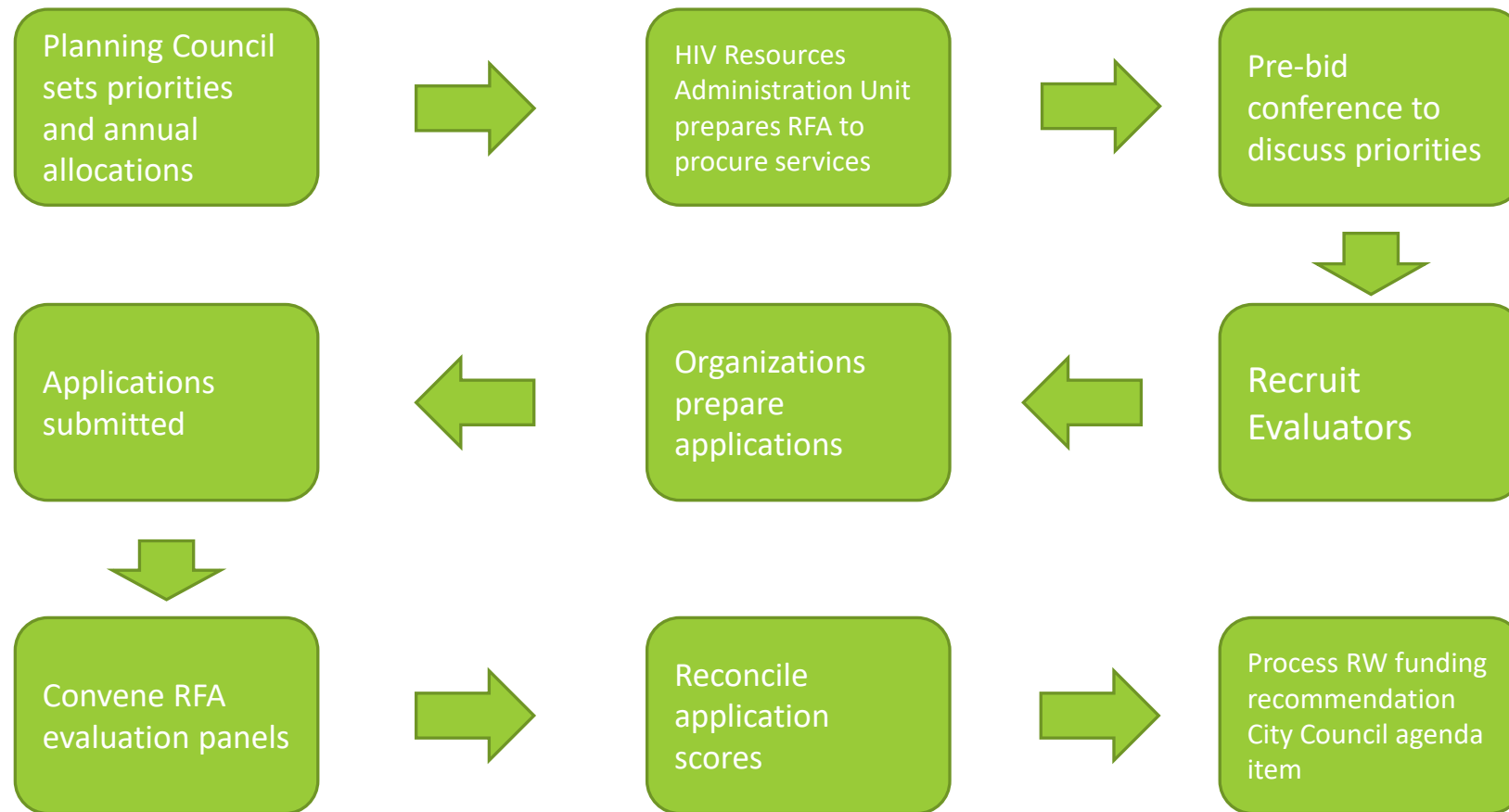
- The purpose of the Act is to improve the quality and availability of care for persons with HIV and their families, and to establish services for persons with HIV who would otherwise have no access to health care.
- U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA) administers the Ryan White HIV/AIDS Program funds.

# Overview of RWHAP & Solicitation

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The City of Austin (City) Public Health Department seeks applications for this RFA from qualified government and non-profit entities to provide RWHAP Part A and MAI services to persons with HIV in the Austin Health Service Delivery Area (HSDA).

# Overview of RWHAP & Solicitation



# Overview of RWHAP & Solicitation

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- RWHAP Pre-Bid Conference: Today, August 23, 2021
- All questions about the application and submission process must be submitted in PartnerGrants or via email to: [APHHIVResourcesAdmin@austintexas.gov](mailto:APHHIVResourcesAdmin@austintexas.gov)
- Responses to questions will be posted to the APH Competitions website so all applicants can benefit from the responses.
- Application Questions Submission Deadline: September 17, 2021, at 12PM CDT  
\*technical PartnerGrants questions will be allowed until RFA closes



# Overview of RWHAP & Solicitation

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Services to be contracted include:

## Part A

- Core Medical Services: AIDS Pharmaceutical Assistance, Early Intervention Services (EIS), Health Insurance Premium and Cost-Sharing Assistance for Low-Income Individuals, Medical Case Management (including Treatment Adherence Services), *Medical Case Management – Community Health Worker*, Medical Nutrition Therapy, Mental Health Services, Oral Health Care, Outpatient/Ambulatory Health Services, and Substance Abuse Outpatient Care; and
- Support Services: Emergency Financial Assistance, Food Bank/Home Delivered Meals, Housing, *Medical Transportation*, Non-Medical Case Management Services, Substance Abuse Residential Services.

## MAI

- Core Medical Services : Early Intervention Services, Medical Case Management
- Support Services : Non-medical Case Management

# Overview of RWHAP & Solicitation

## Application Categories and Scoring Criteria

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- **Fiscal and Administrative Capacity (No points awarded, Threshold Review)**
  - Organization eligibility status, insurance requirements, Board of Directors
- **Organizational Overview (30 points)**
  - General overview of organization and capacity to provide services
- **Program Design (40 points)**
  - Service delivery model, community collaborations, leveraging of resources
- **Data Informed Program Management (20 points)**
  - The ability to collect, track, and report client demographics
- **Cost Effectiveness (10 points)**
  - Fiscal justification of requested funding level
- **BONUS – Healthy Service Delivery (5 points)**

# Projected Part A Core Services Allocations

## PART A

Type	Proposed Priority	Service Category (HRSA)	GY22 Allocations
Core	4	Mental Health	\$207,759
Core	5	Health Insurance Premium and Cost-Sharing	\$277,691
Core	7	Outpatient Ambulatory Health Services	\$1,343,151
Core	8	Early Intervention Services	\$189,870
Core	9	Medical Case Management	\$316,721
Core	9	Medical Case Management-Community Health Worker	\$215,460
Core	10	AIDS Pharmaceutical Assistance – Local	\$261,427
Core	15	Oral Health Care	\$515,942
Core	16	Substance Abuse – Outpatient	\$102,457
Core	18	Medical Nutrition Therapy	\$77,249
<b>TOTAL PART A CORE SERVICES</b>			<b>\$3,507,727</b>

# Projected Part A Support Services Allocations

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Type	Proposed Priority	Service Category (HRSA)	GY22 Allocations
Support	1	Housing	\$142,708
Support	2	Emergency Financial Assistance	\$102,457
Support	11	Medical Transportation	\$52,447
Support	12	Linguistic Services	\$49,355
Support	13	Food Bank	\$97,984
Support	14	Non-medical Case Management	\$221,197
Support	17	Substance Abuse – Residential	\$95,147
		<b>TOTAL PART A SUPPORT SERVICES</b>	<b>\$761,295</b>

# Projected Minority AIDS Initiative Allocations

Minority AIDS Initiative

Type	Proposed Priority	Service Category (HRSA)	GY22 Allocations
CORE	8	Early Intervention Services	\$49,526
CORE	9	Medical Case Management	\$143,640
<b>TOTAL MAI CORE SERVICES</b>			<b>\$193,166</b>

Type	Proposed Priority	Service Category (HRSA)	GY22 Allocations
SUPPORT	14	Non-medical Case Management	\$133,723
<b>TOTAL MAI SUPPORT SERVICES</b>			<b>\$133,723</b>

# Contracting

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- The term of the Agreements resulting from this RFA shall be for one (1) year and will include three (3) twelve (12) month extension options (March 1, 2022 – February 28, 2026).
- Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in the Scope of Work.

# Applicant Minimum Qualifications

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## All agencies applying for funding must:

- Be a non-profit organization able to conduct business in the State of Texas
- Have submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 990-EZ and state and federal payroll tax filings)
- Be eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information
- Be current in its payment of Federal and State payroll taxes
- Not owe past due taxes to the City
- Can meet Austin Public Health's Social Services Insurance Requirements
- Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget

# Application Submission Instructions

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# Application

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- All applications must be submitted in PartnerGrants
- Complete one (1) application document and upload into PartnerGrants “HRAU RFA Required Applicant Documents”
- Forms A, C, H, and J should also be completed uploaded into “HRA RFA Required Applicant Documents”
- Some questions only required if applying for certain service categories
  - I.E. Question 31, enter N/A if not applying for MAI funding.

# RFA Sections

FORM	TITLE OF REQUIRED FORMS	REQUIRES RESPONSES
A	OFFER SHEET	X
C	RFA APPLICATION	X
H	PROGRAM BUDGET JUSTIFICATION	X
J	COA CERTIFICATIONS AND DISCLOSURES	X
G	THRESHOLD REVIEW FORM	<i>Form uploaded into PartnerGrants</i>
E	STANDARD SOLICITATION INSTRUCTIONS	Information Only
B	RFA SCOPE OF WORK	
F	STANDARD APH AGREEMENT BOILERPLATE & RW MODIFICATIONS	
D	APPLYING FOR APH-FUNDED OPPORTUNITY - PARTNERGRANTS INSTRUCTIONS	
Appx A	ELIGIBILITY TO RECEIVE RYAN WHITE FUNDED HIV SERVICES	
Appx B	HRSA HAB PERFORMANCE MEASURES	
Appx C	UNIVERSAL STANDARDS	
Appx D	PROGRAM MONITORING STANDARDS	
Appx E	PART A FISCAL NATIONAL MONITORING STANDARDS	
Appx F	PEER SUPPORT DIRECTIVE	
Appx G	OUTPATIENT ABULATORY HEALTH SERVICES DIRECTIVE	

# Form A: Offer Sheet

- On the Offer Sheet, the organization's representative states they are authorized to submit this application for funding
- It also states that the representative has received and read the entire RFA document packet forms and agrees to be bound by the terms therein
- Required signature by authorized representative in order for the City of Austin to accept the application



**CITY OF AUSTIN, TEXAS**  
**Austin Public Health**  
**REQUEST FOR APPLICATION (RFA) OFFER SHEET**

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Applicant, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name:	
Company Address:	
City, State, Zip:	
Federal Tax ID No.:	
Printed Name of Officer or Authorized Representative:	
Title:	
Email Address:	
Phone Number:	

Signature of Officer or Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

\* This Offer Sheet must be signed by applicant's authorized representative and submitted with application packet(s) to be considered for award.

# Application Format & Submission Requirements

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## Final Application Instructions

- **Total word limit in Form C RFA Application is 25,000 words which includes the questions. Applications that exceed 25,000 words will not be considered**
- Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are approximately 6,000 words in Form C - RFA Application, and this is included in the 25,000-word limit
- The following documents will not count towards the total word count:
  - Attachments submitted to answer a question like policies and procedures, staff positions, letters of support, etc.

# Form H Program Budget & Narrative

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## Template Provided:

### Program Budget Instructions

- All line-item amounts must be entered as WHOLE DOLLARS
- If no funds are budgeted for a line item, leave it blank
- The dollar amount requested in your Application's Program Budget and Narrative must reflect amounts broken out in a 12-month period
- Calculate and check all subtotals and totals, including the percentages by funding source at the bottom, and ensure all line item amounts, subtotals, and totals are in WHOLE DOLLARS and are correct

### Budget Narrative Instructions

- For every budget line containing a requested amount of City of Austin funding, enter a short description or list of items included in that budget line
- Do not enter narrative for budget lines that are blank or budgeted amounts from Other Funding

# Communication with The City

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## Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the solicitation website at least once per week
- Questions regarding the RFA must be directed to the Authorized Contact Person: Anjelica Barrientos at [APHHIVRESOURCESADMIN@austintexas.gov](mailto:APHHIVRESOURCESADMIN@austintexas.gov)
- Please use the email subject line: RWHAP Part A & MAI RFA

# Important Dates

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- Application Release Date: August 16, 2021
- Application Due Date: 5PM CDT, September 27, 2021
- Application Submission Online:  
<https://www.austintexas.gov/article/rfa-003-ryan-white-hiv-aids-program-part-2021>
- No application will be accepted after deadline



Thank You for Your Participation

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Questions?