RFA Number 16-0006

HEALTH RESEARCH, INC.

New York State
Department of Health
AIDS Institute
Bureau of HIV/AIDS Epidemiology
National Behavioral Surveillance Project (NHBS)

Request for Applications

National HIV Behavioral Surveillance Field Operations

KEY DATES

RFA Release Date: November 18, 2016

Questions Due: December 2, 2016 by 4:00 pm

RFA Updates and Questions, Answers Posted: December 16, 2016

Applications Due: January 4, 2017 by 4:00 pm

Contact Name & Address:
Joseph Kerwin
Assistant Director, Bureau of HIV/AIDS Epidemiology
New York State Department of Health AIDS Institute
NHBSFieldOpsRFA@health.ny.gov

How to File an Application:

Applicants must submit one (1) original, signed, unbound application and six (6) copies, with all attachments to the following address by 5:00 pm on January 4, 2017. Late applications will not be accepted.

Michele Kerwin
Grants Coordinator
Office of Administration and Contract Management
New York State Department of Health AIDS Institute
ESP Corning Tower, Room 359
Albany, NY 12237-0658
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I. Introduction

The New York State (NYS) Department of Health (DOH) AIDS Institute (AI), Bureau of HIV/AIDS Epidemiology and Health Research, Inc. (HRI) announce the availability of $180,000 in HRI funding. The intent of this Request for Applications is to identify an organization to conduct field operations including data collection for the National HIV Behavioral Surveillance Project (NHBS). NYSDOH/HRI is funded by the Centers for Disease Control and Prevention (CDC) to conduct the project in Nassau and Suffolk counties.

The National HIV Behavioral Surveillance Project

In 2003, the Centers for Disease Control and Prevention (CDC) created the National HIV Behavioral Surveillance (NHBS) project to conduct behavioral surveillance among persons at high risk for HIV infection. Surveillance is conducted in rotating, annual cycles in three different populations at increased risk for HIV:

1) Gay, bisexual and other men who have sex with men; known as the MSM cycle;
2) Persons who inject drugs (PWID); known as the injection drug use or IDU cycle; and
3) Heterosexuals at increased risk for HIV infection; known as the HET cycle.

Before each NHBS cycle, formative assessment is conducted to learn more about each local population and to inform operational procedures (usually during the first six months of the year). Venue-based, time-space sampling (VBS) is used during the MSM cycles. Health department staff identify venues frequented by MSM (e.g., bars, clubs, organizations, and street locations) as well as days/times when men frequent those venues. Venues (and specific day/time periods) for recruitment are chosen randomly each month. Respondent-driven sampling (RDS) is used during the IDU and HET cycles. Health department staff select a small number of initial eligible participants, or "seeds," who complete the survey and recruit their peers to participate. Recruitment and interviewing then continue until the target sample size is reached. Data collection occurs during the last six months of the year.

As of 2016, 22 project areas with high prevalence of HIV are funded to conduct NHBS including the New York State Department of Health (NYSDOH). NYSDOH conducts data collection in Nassau and Suffolk counties where prevalence rates are New York State’s highest outside of New York City. NYSDOH will subcontract with a local health department, community-based organization, or university to implement NHBS field operational and data collection activities.

Trained interviewers use a CDC distributed standardized, anonymous questionnaire to collect information on HIV-related risk behaviors, HIV testing, and the use of HIV prevention services. HIV testing is offered to all participants. During each cycle, a minimum of 500 eligible persons from each participating project area are interviewed and offered HIV testing. Some cycles include Hepatitis C Virus or other point of care screening or testing. NHBS collects data relating to behavioral risk factors for HIV (e.g. sexual behaviors, drug use), HIV testing behaviors, the receipt of prevention services, and use of prevention strategies (e.g. condoms, PrEP). In addition to these interview data, all NHBS participants are offered an HIV test. Participants are also offered a HCV test if funding is available to support the service.
NHBS data are used to provide a behavioral context for trends seen in HIV surveillance data. They also describe populations at increased risk for HIV infection and thus provide an indication of the leading edge of the epidemic. Through systematic surveillance in groups at high risk for HIV infection, NHBS is critical for monitoring the impact of the National HIV/AIDS Strategy, which focuses on decreasing HIV incidence, improving linkage to care, and reducing disparities. They also are used to support efforts to advance the progress of Governor Andrew Cuomo’s three point plan to “End the Epidemic” in New York State by:

1. Identifying persons with HIV who remain undiagnosed and linking them to health care;
2. Linking and retaining persons diagnosed with HIV to health care and initiating antiretroviral therapy as the means to viral suppression; and
3. Providing access to Pre-Exposure Prophylaxis (PrEP) for high-risk persons to reduce their risk of HIV infection.

The NYSDOH AIDS Institute’s Bureau of HIV/AIDS Epidemiology will subcontract with a Long Island based not-for-profit organization currently providing HIV/AIDS healthcare, case management, and/or supportive services to conduct NHBS field operations, including contributing to formative research, field implementation, data collection and project management in Nassau and Suffolk counties according to the project standards put forth by CDC and the study protocol approved by the NYSDOH Institutional Review Board (IRB).

II. Who May Apply

A. Minimum eligibility:

- Registered 501(c) (3), not-for-profit organizations or Universities located and providing services in Nassau and Suffolk counties of New York are eligible to apply.

- Experience in providing HIV-related health care, case management, supportive services, and/or HIV prevention services to those living with HIV/AIDS and/or other populations considered to be at high risk of HIV infection (i.e., men who have sex with men, injecting drug users, heterosexuals at high risk of HIV infection).

- Applicants must hold an active and appropriate NYSDOH Clinical Laboratory Evaluation Program (CLEP) permit to conduct CLIA waived HIV and HCV testing.

B. Applicant Preference Factors:

- At least two (2) years of experience implementing research study protocols and familiar with the standards relative to the protection of human subjects.
- At least three (3) years of experience with a history of success accessing the three study population groups.
C. Available Funding

It is expected that $180,000 in federal (HRI) funding will be awarded annually under this RFA. As this contract is funded by a federal agency funding amounts fluctuate and may not remain constant.

Only one (1) application may be submitted from an organization.

Only one (1) contract will be awarded.

Should additional funding become available, the AIDS Institute and HRI may select a program from the pool of applicants deemed approved but not funded. If it is determined that the needed expertise/services are not available among these organizations, the NYSDOH AI and HRI reserve the right to establish additional competitive solicitations.

III. Project Narrative/Work Plan Outcomes

Program Goals

In partnership with the NYSDOH AIDS Institute BHAЕ, the contractor will:

- Implement the CDC and NYSDOH IRB approved NHBS protocol;
- Facilitate and coordinate access to the study populations, to collect the interview data, and to provide management and oversight for the project field staff;
- Conduct an anonymous, cross-sectional study of HIV and HCV testing and risk behaviors among the three study population groups, one group each year, residing in the Long Island, NY counties of Nassau and Suffolk;
- Recruit study participants by using respondent driven sampling, a peer referral sampling strategy or in the case of the with men who have sex with men (MSM) cycle using venue based sampling in those areas and at events where a high concentration of MSM are known to gather; and
- Three activities comprise data collection among this group: participant recruitment, interviews via a one-on-one interviewer administered electronic questionnaire, and HIV testing.

Specific Deliverables

The funded contractor will assume the following project responsibilities:
**Formative Research**

Formative research provides contextual detail on the social and structural composition of the various populations. The goal of formative assessment is to determine how to access the target populations, gain support from the community and stakeholders, and describe their social and demographic attributes. Findings also facilitate logistical concerns such as best locations and hours of operation for accessing these groups. The funded contractor will facilitate the linkage of the project with the study populations, community leaders, and other community-based agencies that work HIV prevention services. Formative assessment is conducted within the first six months of the cycle, and then ongoing throughout the cycle if necessary.

**Interview or Venue locations**

The funded contract will identify and secure appropriate interview locations on Long Island; minimally one (1) location in each county during the injection drug use and heterosexual cycles. Identify venues and date/times for recruitment during the MSM cycle. Targeted geographic locations will be determined based on findings from a formative research process that precedes active data collection. In addition, the contractor may facilitate the use of mobile units if such a need is identified during the formative research phase.

**Hiring study staff**

Study staff (i.e., Field Supervisor, HIV counselors/testers, and Hepatitis C counselors/testers) will be employees of the funded contractor. The Field Supervisor is responsible for assisting with oversight of the day-to-day operations while in the field. The ideal Field Supervisor should have knowledge about the populations that the project serves, HIV/AIDS, and surveillance activities. The funded contractor will employ a minimum of three (3) interviewers, one (1) field supervisor and one (1) HIV counselor/tester to conduct NHBS project activities. Ideally, interviewers should also be cross-trained as HIV counselors/testers. Interviewers and testers responsibilities include, but are not limited to: screening participants for eligibility, obtaining documenting informed consent, conducting interviews using portable computers, and providing appropriate health care and social service referrals to participants upon completion of the survey. Testers and counselors will be responsible for collecting blood specimens by finger prick and providing tailored prevention messages and referrals to care when it is appropriate. The selected individuals must have a flexible schedule i.e., able and willing to work during normal business hours, in the evenings and on weekends. At least half of those hired as interviewers and HIV counselor/testers should be fluent in writing and speaking Spanish. Ideally the field supervisor should be fluent in writing and speaking Spanish also. BHAE must be kept informed during the recruitment and hiring process and of any subsequent changes in project staff.

**Direct Supervision of study staff**

The funded contractor will provide on-site supervision and coordination of all study staff following above stated guidelines and additional criteria as outlined in the NHBS study protocol.

**Please note:** Study activities and staff performance will be monitored by NYSDOH staff
via site visits on a no less than monthly schedule and during one on-site visit from NYSDOH and CDC staff combined. Standardized evaluation forms will be used to monitor staff performance. Each person being evaluated will be informed of the performance expectations and evaluation criteria; feedback will be provided after each evaluation. If the evaluation involves the observation of an interview or HIV testing procedure, permission from the participant will be obtained before any monitoring activities begins. The contractor will be informed of performance concerns or needed changes in study staff activities as they arise.

**Training**

A staff member (most likely the Field Supervisor) will be sent to a two-day interviewer training in Atlanta. The training will cover topics including proper survey administration, management of field sites and management of project materials and data. Additionally, all staff must attend a local two-day training on project activities and study protocols. The training will be conducted by the Project Coordinator of the NYSDOH NHBS project.

- All project staff must complete confidentiality training and sign a confidentiality agreement document. Confidentiality training will be provided by NYSDOH personnel.
- HIV counseling and testing training is mandatory for all project staff who will conduct HIV counseling and testing. Proof of training certification will be required prior to the start of data collection activities.
- All project staff must complete Institution Review Board training. Training information will be provided by NYSDOH personnel.
- The contractor will train study staff on necessary site operations, including safety, emergency, universal precautions and accidental exposure procedures. The contractor will assure that all other site staff is informed about the study.

**Participant Compensation/other**

The funded contractor will be expected to:

- Dispense and accurately track compensation to study participants;
- Compile all participant compensation documents for audit by HRI and NYSDOH;
- Conduct HIV testing in accordance with NHBS study protocols and NYS law (Please note that NHBS is considered human subjects research and HIV results are therefore not reportable to NYSDOH surveillance systems). Assure confirmatory testing procedures are followed;
- Maintain program data in accordance with study protocols and NYS confidentiality and security requirements;
- Transfer project data to NYSDOH as required; and
- Maintain a medical director under whose authority HIV and other point of care testing is conducted, monitored and reviewed.

**Workspace**

The funded contractor will provide study staff with equipped workstations that support secure storage of study materials in accordance with BHAЕ policies (actual interview space will be
negotiated with local building managers by contract staff in conjunction with HRI/NYSDOH personnel). Interview data will be entered on handheld computers supplied by NYSDOH/HRI. The funded contractor will be responsible for coordinating project staff activities to ensure that they are available and ready to conduct interviews and/or other project related duties as scheduled in the sampling plan worked out with BHAE’s Project Coordinator.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by Health Research, Inc. (HRI) and the NYS Department of Health (NYS DOH) AIDS Institute, Division of Evaluation, Epidemiology, and Partner Services, Bureau of HIV/AIDS Epidemiology, with funding provided by The Centers for Disease Control and Prevention. HRI/NYS DOH are responsible for the requirements specified herein and for the evaluation of all applications.

B. Question and Answer Phase

All substantive questions must be submitted via email to Joseph Kerwin at the following Bureau Mail Log (BML) listed below:

NHBSFieldOpsRFA@health.ny.gov

Please ensure that the RFA number is noted in the subject line. To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers.

Written questions will be accepted until 5:00 P.M. on the date posted on the cover of this RFA.

Questions of a technical nature must be submitted to the Bureau Mail Log (BML):

NHBSFieldOpsRFA@health.ny.gov

Questions are of a technical nature if they are limited to how to prepare the application (e.g., formatting) rather than relating to the substance of the application.

Prospective applicants should note that all clarification and exceptions, including those relating to the terms and conditions of the contract, are to be raised prior to the submission of an application.

This RFA has been posted on HRI’s public website at: http://www.healthresearch.org/funding-opportunities. Questions and answers, as well as any updates and/or modifications, will also be posted on HRI’s website. All such updates will be posted by the date identified on the cover sheet of this RFA.
C. Letter of Interest

Letters of Interest are **not** required for this RFA.

D. Applicant Conference

An Applicant Conference will **not** be held for this project.

E. How to file an application

Applications must be **received** at the following address by the date and time posted on the cover sheet of this RFA. Late applications will not be accepted.*

Michele Kerwin
Grants Coordinator
Office of Administration and Contract Management
New York State Department of Health AIDS Institute
ESP Corning Tower, Room 359
Albany, NY 12237-0658

Applicants shall submit one (1) original, signed application and six (6) copies. Application packages should be clearly labeled with the name and number of the RFA as listed on the cover of this RFA document. **Applications will not be accepted via fax or e-mail.**

*It is the applicant’s responsibility to see that applications are delivered to the address above prior to the date and time specified above. Late applications due to documentable delay by the carrier may be considered at HRI’s discretion.

F. HRI AND THE DEPARTMENT OF HEALTH RESERVE THE RIGHT TO

1. Reject any or all applications received in response to this RFA.
2. Withdraw the RFA at any time, at HRI's sole discretion.
3. Make an award under the RFA in whole or in part.
4. Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
5. Seek clarifications and revisions of applications.
6. Use application information obtained through site visits, management interviews and HRI/NYSDOH’s investigation of an applicant’s qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response
to the agency’s request for clarifying information in the course of evaluation and/or selection under the RFA.

7. Prior to application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.

8. Prior to application opening, direct applicants to submit proposal modifications addressing subsequent RFA amendments.

9. Change any of the scheduled dates.

10. Waive any requirements that are not material.

11. Award more than one contract resulting from this RFA.

12. Conduct contract negotiations with the next responsible applicant, should HRI be unsuccessful in negotiating with the selected applicant.

13. Utilize any and all ideas submitted with the applications received.

14. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the bid opening.

15. Waive or modify minor irregularities in applications received after prior notification to the applicant.

16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer’s application and/or to determine an offerer’s compliance with the requirements of the RFA.

17. Negotiate with successful applicants within the scope of the RFA in the best interests of HRI.

18. Eliminate any mandatory, non-material specifications that cannot be complied with by all applicants.

19. Award contracts based on geographic or regional considerations to serve the best interests of HRI.

G. **Term of Contract**

Any contract resulting from this RFA will be effective only upon final approval by Health Research, Inc.
Contracts resulting from this RFA will be for 12 month terms. The anticipated start date of the funded contract will be April 1, 2017. However, depending on the funding source, the initial contract term could be for a shorter period of time. Subsequent contracts may be renewed for up to four additional one-year periods based upon satisfactory performance and the availability of funding. HRI reserves the right to revise the award amount as necessary due to changes in the availability of funding.

H. Payment & Reporting Requirements of Awardees

1. Due to requirements of the federal funder, HRI will not make advance payments.

2. The contractor shall submit monthly vouchers and required reports of expenditures to:

   Bureau of HIV/AIDS Epidemiology
   NYSDOH AIDS Institute
   ESP – Corning Tower, Room 723
   Albany, NY 12237

3. The contractor shall submit the periodic reports as requested by the NHBS Project Manager.

In addition, the contractor further agrees and warrants that:

- ‘He/she/it’ shall not claim or assert any proprietary interest in any of the data or materials required to be produced or delivered by Contractor in the performance of its obligation hereunder.

- Any such material produced by the contractor hereunder shall be original except for such portion from copyrighted works as may be included with the permission of the copyright owner(s) thereof, that it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark, or patent, statutory or other proprietary rights of others and that it will hold harmless HRI from any costs, expenses, and damages resulting from any breach of this warranty.

The contractor will be expected to sign an agreement with Health Research, Inc. and agree to the following statement: “Contractor acknowledges that all materials produced or delivered by the contractor in the performance of its obligations hereunder are ‘work for hire’.”

All vouchering requirements will be detailed in Exhibit C of the final contract.

I. General Specifications

1. By signing the "Application Cover Page" (Attachment 1), each applicant attests to its express authority to sign on behalf of the applicant.
2. Contractor will possess, at no cost to HRI or the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of this contract will possess the qualifications, training, licenses and permits as may be required within such jurisdiction.

3. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including the terms and conditions of the contract. Any exceptions allowed by HRI during the Question and Answer Phase (Section IV.B.) must be clearly noted in a cover letter attached to the application.

4. An applicant may be disqualified from receiving awards if such applicant or any subsidiary, affiliate, partner, officer, agent or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts.

5. Provisions Upon Default
   a. The services to be performed by the Applicant shall be at all times subject to the direction and control of HRI as to all matters arising in connection with or relating to the contract resulting from this RFA.
   b. In the event that the Applicant, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this RFA, HRI shall thereupon have the right to terminate the contract by giving notice in writing of the fact and date of such termination to the Applicant.

6. Applicant must maintain an active registration in the System for Award Management (SAM) at SAM.gov, have no exclusions or delinquent federal debt.

J. HRI General Terms & Conditions

Health Research, Inc.’s General Terms and Conditions (Attachment 2) will be incorporated as an attachment into HRI contract(s) resulting from this Request for Applications.
V. Completing the Application

A. Application Content

Please respond to each of the following statements and questions. Your responses comprise your application. *Number/letter your narrative to correspond to each statement and question in the order presented below.* Be specific and complete in your response. Indicate if the statement or question is not relevant to your agency or proposal.

An applicant checklist has been included to help ensure that submission requirements have been met. Applicants should review this attachment before and after writing the application. In assembling your application, please follow the outline provided in the Application Checklist (Attachment 8).

When completing your application, assume the reviewers are unfamiliar with your organization and its programs/services and provide complete detailed responses to the requested information.

1. Applicant Organization

   Maximum 2 Pages
   Total 15 Points

   a. Describe the agency, its mission and services. What services do you provide to those living with HIV/AIDS or those in need of HIV prevention interventions?

   b. Describe your experience managing local, state, or federally funded grants and/or contracts.

   c. Describe your experience working with any of all of the following population groups; injecting drug users, men who have sex with men, and heterosexuals at high risk of HIV infection.

   d. Describe your experience with the implementation of research based protocols involving the protection of human subjects and accountability to an Institutional Review Board (IRB).

   e. Does your agency currently have any research protocols being operationalized in the field?

   f. How are individuals recruited for participation in the study at your agency?

2. Program Activities

   Maximum 5 Pages
   Total 40 Points
a. Describe the activities your agency would undertake in order to gain access to those populations who are sampled for this project.

b. As noted above formative research provides contextual detail on the social and structural composition of the various populations. Findings also facilitate logistical concerns such as best locations and hours of operation for accessing these groups.

c. How will your agency link the project with the study populations, community leaders, and other community-based agencies that work HIV prevention services?

d. Applicants are instructed to include the CLIA permit as Attachment 3.

3. Staffing Pattern and Qualifications

Maximum 2 Pages
Total 25 Points

a. Describe the organizational structure of your agency. How many individuals currently work for the agency? In how many locations are services provided and in what areas of Long Island?

b. Describe the management structure of your organization. Please enclose an Organizational Chart as Attachment 4. Please include Resumes of Key Staff as Attachment 5.

c. Describe your process for recruiting new staff. How would the organization recruit for the various staff positions for this project?

d. What percentage of your staff currently are representative of communities of color? Are you currently employing bi-lingual (English/Spanish) staff?

e. Explain how your organization support staff working the non-conventional business hours needed to recruit for this project (i.e., evenings, weekends, events at social venues and bars during late night hours)

4. Budget and Budget Justification

Budget Pages
Total 20 Points

The budget forms and justification are not included in the application page limit. A justification for each cost should be submitted in narrative form, not to exceed 4 double-spaced pages.

Applicants are required to submit a 12 month budget using Attachment 6: HRI Budget Forms and Justification, assuming an April 1, 2017 start date.

a. Applicants are required to submit a 12 month budget using Attachment 6: HRI Budget Forms and Justification, assuming an April 1, 2017 start date, not to exceed $180,000.
b. All costs must be related to the provision of National HIV Behavioral Surveillance Field Operations as described in this RFA, Section III. Project Narrative/Work Plan Outcomes.

c. Justifications for each cost should be submitted in narrative form, not to exceed 4 double-spaced pages.

d. For all existing staff, the Budget Justification must delineate how the percentage of time devoted to this initiative has been determined.

e. Funding may only be used to expand existing activities or create new activities pursuant to this RFA. These funds may not be used to supplant funds for currently existing staff activities.

f. Indirect overhead costs are limited to a maximum of 10% of total direct costs.

g. Any ineligible budget items will be removed from the budget prior to contracting. The budget amount requested will be reduced to reflect the removal of the ineligible items. Ineligible items are those items determined by NYSDOH/HRI to be inadequately justified in relation to the proposed workplan or not fundable under existing federal guidance (Uniform Guidance – 2 CFR 200).

h. Applicants are required to submit a copy of the agency’s most recent Yearly Independent Audit as Attachment 7.

5. Preference Factors

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<thead>
<tr>
<th>Preference Factor</th>
<th>Maximum 1 page</th>
<th>Total 2 Points</th>
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<tbody>
<tr>
<td>a. Provide information to demonstrate that your agency meets the preference factor of having at least two (2) years of experience implementing research study protocols and is familiar with the standards relative to the protection of human subjects. (1 point)</td>
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<tr>
<td>b. Provide information to demonstrate that your agency meets the preference factor of at least three (3) years of experience with a history of success accessing the three study population groups. (1 point)</td>
<td></td>
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</tr>
</tbody>
</table>

B. Application Format

ALL APPLICATIONS MUST CONFORM TO THE FORMAT PRESCRIBED BELOW. POINTS WILL BE DEDUCTED FROM APPLICATIONS WHICH DEViate FROM THE PRESCRIBED FORMAT.

Applications MUST NOT exceed 10 double-spaced typed pages (not including the cover page, budget, budget justification and attachments), using 12 point New Times Roman font with one-inch margins on all sides. All pages including Attachments should be numbered and all Attachments should be clearly marked. The value assigned to each section is an indication of the relative weight that will be given when scoring your application. Failure to follow these
guidelines will result in a deduction of up to six (6) points.

1. Applicant Organization (2 pages) (Maximum Score: 15 points)
2. Program Activities (5 pages) (Maximum Score: 40 points)
3. Staffing Pattern and Qualifications (2 pages) (Maximum Score: 25 points)
4. Budget & Budget Justification (Maximum Score: 20 points, Budget Justification should not exceed 4 double-spaced pages)
5. Preference Factors (1 page) (Maximum Score: 2 points)
6. Attachments (not scored or part of page limit)

C. Review Process

Applications meeting the eligibility requirements and guidelines set forth above will be reviewed and evaluated competitively by a panel convened by the AIDS Institute using an objective rating system reflective of the required items specified for each section.

Review of the application will consider the following factors: 1) clarity of the application; 2) responsiveness to the RFA; 3) agency capacity and experience; 4) the applicant agency’s access to the target populations; 5) justification for costs included in the budget; 6) relative intensity of the activities/services to be provided; and 7) the applicant’s experience in the effective oversight of administrative, fiscal, and programmatic aspects of government contracts, including timely and accurate submission of fiscal and program reports.

In cases in which two or more applications for funding are judged, on the basis of their applications to be essentially equal in quality, the applicant with the highest score in Section 2: Program Activities will receive the award.

If there are an insufficient number of acceptable applications (scoring 70 or above), HRI/the NYSDOH AI reserves the right to fund an application scoring in the marginal range (60-69) from a region.

If changes in funding amounts are necessary for this initiative, funding will be modified and awarded in the same manner as outlined in the award process described above.

Once the award has been made, applicants not funded may request a debriefing of their application. Please note the debriefing will be limited only to the strengths and weaknesses of the subject application and will not include any discussion of other applications. Requests must be received no later than ten (10) business days from date of non-award announcement.
VI. Attachments

(Instructions: Please be sure to number the attachments appropriately.)

Attachment 1: Application Cover Sheet
Attachment 2: Health Research Inc. General Terms and Conditions
Attachment 3: CLIA Permit
Attachment 4: Organizational Chart
Attachment 5: Resumes of Key Staff
Attachment 6: Budget Forms & Justification
Attachment 7: Yearly Independent Audit
Attachment 8: Application Checklist
Attachment 9: Letter of Commitment from Executive Director or CEO
Attachment 10: Letter of Commitment from Board of Directors or Equivalent Official
Attachment 11: Funding History for HIV Services