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I. Introduction

A. Purpose

United Way of Wyoming Valley/Northeast Region HIV Services Office is seeking Request for Proposals (RFP) from interested and qualified agencies to provide care, support, and prevention services for individuals and their families living with and affected by HIV/AIDS in the 6-county region of Northeastern PA. Applicants that have the ability and capacity to provide services to persons living with HIV/AIDS within Lackawanna, Luzerne, Pike, Susquehanna, Wayne, and Wyoming counties are encouraged to apply.

The number of awards will be based on the quality of the individual proposals and availability of funds as determined by the United Way of Wyoming Valley/Northeast Region HIV Services Office (hereby referred to as UWWV) Procurement Panel.

Sub-grant(s) awards will be funded on a cost reimbursement (fee for service basis) and will be for a 12-month (1 year) period from July 1, 2022 – June 30, 2023. UWWV reserves the option to renew the contract awarded through this RFP for up to one (1) additional year contingent upon availability of funds, community need, and satisfactory Sub-grantee performance.

All organizations seeking to apply for grant funding must first complete the Letter of Intent (LOI) found on the NE Regional Services Website at www.northeastpahiv.org. LOI's will be reviewed and then invite qualifying Applicants to submit the RFP. Invited Agencies will be required to attend an information meeting on January 26, 2022. Only agencies that have successfully completed the LOI and attended this mandatory meeting will be invited to submit an RFP.

Organizations will be notified via email they are invited to submit the RFP. An invitation to submit an RFP is not a guarantee of funding. All funding decisions will be made by the UWWV Procurement Committee at the end of the vetting process.

B. Minimum Applicant Requirements

1. Applicant must be a non-profit 501(c)(3) organization.
2. Applicant can have no record of unsatisfactory performance. Applicant must not be presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any local, state, or federal department or agency.
3. Applicant must have the ability to maintain adequate files and records to meet statistical reporting requirements. This includes having reliable computer systems with the capacity to host CAREWare.



4. Applicant must have the administrative and fiscal capability to provide and manage the proposed services on a reimbursement basis and ensure adequate documentation related to services provided.
5. Applicant must demonstrate the capability to perform all elements of the proposed scope of work and have the capacity to enter into a sub-grant with United Way of Wyoming Valley.
6. Applicant must possess the appropriate license(s) and certifications issued by the Commonwealth of Pennsylvania (if required based on the services proposed).
7. Applicant must meet other presentation and participation requirements listed in this Request for Proposal (RFP).

C. Proposal Submission Timeline

All proposals must be received by 12:00 noon on Wednesday, March 16, 2022. Late and/or incomplete proposals will be rejected regardless of the reason.

Proposal Timeline

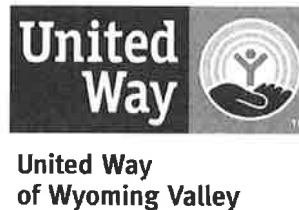
LOI and RFP Released	12/21/21
RFP Mandatory Workshop	01/26/22
Deadline for Submission	03/16/22
Date for mailing award/denial letters	05/20/22
Start date for Sub-grant(s)	07/01/22

D. RFP Mandatory Review Meeting

The purpose of this meeting is to give Applicants the opportunity to ask questions and clarify any points in the RFP that may not have been clearly understood and to aid in proposal preparation. It is strongly recommended the Applicant should have already begun preparing their proposal. Attendance is mandatory for all organizations planning to submit a proposal for these funds. Due to the content of the meeting, it is also recommended that the persons responsible for writing the proposal and preparing the budget and financial information be the representatives for the agency.

Proposals received from an organization that was not in attendance at the RFP Review Meeting will not be eligible for funding consideration.

The mandatory Zoom meeting to review the RFP in detail will be held on: Wednesday, January 26, 2022 from 10am – noon. The Zoom links will be posted on the website: www.northeastpahiv.org.



E. Correspondence

All correspondence is to be directed to :

Amanda Ruggiero
aruggiero@unitedwaywb.org
570-270-9110

During the proposal and evaluation process, the individual identified above is the sole contact person for any inquiries or information related to the RFP. Any violation of this procedure may be grounds for disqualification of the Applicant.

Applicants are encouraged to ask questions and seek technical assistance, if needed. All questions and responses will be made available to all Applicants and all members of the Procurement Panel.

Debriefings are available for all applicants following the procurement process. Applicants may request a debriefing by emailing Amanda Ruggiero at aruggiero@unitedwaywb.org. A member of the Applicant's Board of Directors along with the Executive Director are invited to meet with the Program and Fiscal Directors and a member of the Procurement Committee to discuss proposal scoring.

Please be advised, this is not an appeals process and a debriefing does not constitute an appeal or change the amount of the funding award. Rather it is intended to provide technical assistance to the applicant for future RFP's. The decision of the Procurement Committee is final and binding.

F. Proposal Submission and Structure

To be considered, all proposals must be submitted in the manner set forth in this RFP. Email an electronic copy of the complete application including all attachments to aruggiero@unitedwaywb.org with the subject line "UWWV 2022-23 Grant Proposal".

It is the Applicant's responsibility to ensure that the proposal arrives on or before the submission deadline. All late proposals will be rejected regardless of the reason. RFP's sent by fax or paper will be rejected. All proposals and materials submitted become the property of the United Way.

A checklist of requirements has been included in the Appendix Section for further guidance. All documents found on the checklist as well as the checklist itself must be included.

Please adhere to all page restrictions, which are specified within the Proposal Components. Proposals should be prepared simply and economically, providing a straightforward and concise description of the intent and ability of the interested party to meet the requirements of this RFP. Take the time to be accurate in describing the statement of the problem and the services proposed to address the stated needs.



G. Inaccuracies or Misrepresentations

In the course of the RFP process or in the administration of a resulting sub-grant, if the United Way determines that the Applicant has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the United Way, the Applicant may be terminated from the RFP process. In the event a sub-grant has been awarded, the sub-grant may be immediately terminated.

II. Proposal Conditions

A. Scoring: For Applicants applying for State Funded and Ryan White Funded Services, the maximum score is 200 points. For Applicants not applying for State Funded Services, the maximum score is 165 points.

Section 1: Organization Profile:	25 points
Section 2: Proposed Prevention Programs for State Funded ARTAS and HNS	35 points
Section 3: Proposed Ryan White Services	65 points
Section 4: Quality Management Plan and Quality Improvement Plans	10 points
Section 5: Fiscal	60 points
Overall Completeness	5 points

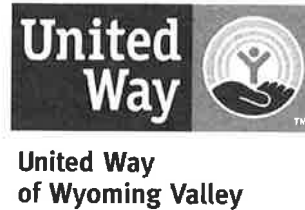
B. Contingencies

All funding and funding amounts are contingent upon state legislative approval of the 2022/2023 budgets of the Commonwealth of PA, receipt of Federal Department of Housing and Urban Development funds by the Commonwealth of PA, receipt of Federal Ryan White Care Act funds by the PA Department of Health, Bureau of HIV/AIDS, and receipt by the United Way of Wyoming Valley of a fully executed contract from the PA Department of Health, Bureau of HIV/AIDS.

Cost, while not the primary factor used in the selection process, is an important factor. The Procurement panel will award funding based on proposals that best meet the needs of the Northeast region. The UWWV does not make the award decisions; rather it is the responsibility of the voluntary Procurement panel.

C. Modifications

The United Way of Wyoming Valley has the right to issue amendments to this RFP. The UWWV also reserves the right to terminate this RFP process at any time.



D. Incurred Costs

This RFP does not commit the UWWV to pay any costs incurred in the preparation of a proposal in response to this request and the Applicant agrees that all costs incurred in developing this proposal are the Applicant's responsibility.

E. Improper Consideration

Applicants will not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the UWWV in an attempt to secure favorable treatment regarding the RFP. The UWWV, by written notice, may terminate any sub-grant if it determines that any improper consideration as described above was offered to any officer, employee or agent of the UWWV with respect to the proposal and award process. This prohibition will apply to any amendment, extension or evaluation process once a sub-grant has been awarded. Applicant will immediately report any attempt by a UWWV officer, employee or agent to solicit (either directly or through an intermediate) improper consideration from Applicant.

III. Services and Funding Availability

A. Background

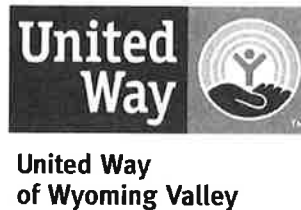
Not only are more people becoming infected with HIV annually, but people are also living longer with the virus due to the advance medical treatments that are available. The Ryan White Treatment Modernization Act focuses on funding programs that provide life-saving and life-extending services for people living with HIV/AIDS. HRSA requires these funds to be used for and provide access to medically necessary services to persons living with HIV/AIDS.

B. Funding Priorities

UWWV has established program outcomes based on the objectives outlined within the HIV National Strategic Plan, Ending the Epidemic, NIH Priorities, and PA DOH CQM. This RFP will entertain funding proposals that address these identified priorities including:

1. Prevent and reduce new HIV infections by 75%, thereby reducing the incidence of HIV

- a. 90% of clients with HIV will have documentation of retention in care (CD₄ and/or viral load count) documented in the case management chart within the measurement year
- b. 75% of clients with HIV will exhibit stable, declining, or undetectable viral loads and increased CD₄ counts at two intervals during the measurement year



2. Address HIV-associated comorbidities, coinfections, and complications, thereby improving health-related outcomes of people with HIV

- a. 95% of clients with HIV will be linked to care within 30 days of their diagnosis
- b. 95% of clients with HIV will have a thorough medical history, sexual health history, substance abuse history, and mental health assessment documented in the case management chart within the measurement year

3. Reduce HIV-related disparities and health inequities among identified priority populations including Black Latinx MSM, Black women, transgender women, people who inject drugs, and young people aged 13-24

- a. 100% of providers will engage in training to address stigma, discrimination, systemic racism, and other social and structural determinants of health that inhibit HIV prevention, testing, and care within the measurement year
- b. 50% of clients with HIV who identify barriers to medication adherence and care will commit to a documented barrier reduction plan during the measurement year

4. Reduce homelessness among people diagnosed with HIV by 50%

- a. 90% of clients with HIV will be stably housed within the measurement year
- b. 80% of unstably-housed clients with HIV will successfully address barriers to maintaining stable housing during the measurement year

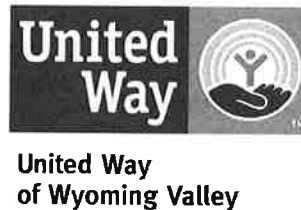
5. Establish consistent data collection and release of information processes

- a. 95% of clients with HIV will have a current release of information on file with their case manager during the measurement year
- b. 100% of providers will update current data collection processes to align with standards set forth by the PA DOH

C. Funding Categories

a) State Funded Programs

Funds in this category can only be used to implement prevention programs approved by the Pennsylvania Department of Health (DOH). These targeted programs provide services to persons infected with or affected by HIV disease. DOH is targeting resources for intervention in areas with the potential for the greatest impact. Effective July 1, 2020 the Department of Health will support implementation of ARTAS and HNS programs. Detailed information regarding approved programs and allowable costs can be found on our website.



b) Ryan White Part B Funded Services:

Applicants are expected to review the Pennsylvania Ryan White Part B Program Service Standards and Taxonomy (located on our website) and accompanying clarification notices #16-02, #18-01, and #18-02, and FAQ sheets thoroughly prior to completing the proposal. The Standards define eligible services, tracking, and monitoring requirements. Applicants should be mindful of funding priorities.

Funding may be considered for Services in the following categories. For complete descriptions, please refer to the Pennsylvania Ryan White Part B Program Service Standards and Taxonomy.

Child Care Services

Emergency Financial Assistance

Food Bank/Home Delivered Meals

Health Education/Risk Reduction

Health Insurance Premium and Cost Sharing Assistance

Home and Community-Based Services

Home Health Care

Hospice Services

Linguistic Services

Medical Case Management, including Treatment Adherence

Medical Nutrition Therapy

Medical Transportation

Non-Medical Case Management

Oral Health Care

Outpatient/Ambulatory Health Services

Outreach Services

Psychosocial Support

Referral for Healthcare and Support Services

Substance Abuse Outpatient Care

Substance Abuse Services (residential)



D. Funding Availability

Funding Category	Total Amount to Be Awarded
State Funds	\$165,000.00
Ryan White Part B Funds	\$2,300,000.00

As funding guidelines become stricter, allocation decisions become more difficult. Previous grant contracts with United Way of Wyoming Valley do not guarantee funding support in this RFP cycle. The Procurement Committee has the authority to institute contractual conditions for funding.

The funding from the Division outlined above is anticipated and not final. United Way of Wyoming Valley reserves the right to change, reduce or eliminate established funding allocations. Final awards are based on availability of funding, the number of proposals received, the type of funding requested, and other funding constraints and requirements. Therefore, applicants should not anticipate receiving financial support prior to the receipt of a funding notification from United Way of Wyoming Valley. Awardees will be expected to enter into a standard grant contract agreement that will cover the period from July 1, 2022, through June 30, 2023. A copy of the current agreement can be viewed on the NE Regional HIV Services website: www.northeastpahiv.org.

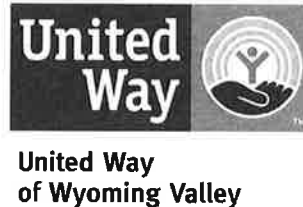
E. Program Requirements

If awarded a Sub-grant, Applicant agrees to at least:

1. Require staff to participate in a developed Quality Management Program compliant with HRSA guidelines.
2. Collect and maintain data and other records on a reliable computer system with the capacity to host CAREWare software program.

Maintain client-level documentation related to HIV diagnosis and retention in care (CD4 count and/or last date taken, viral load count and/or last date taken and/or client's participation in anti-retroviral therapy (ART). (Care and support services only). These data will be requested within various quarterly and annual reports. Other reports may be requested per the discretion of the Fiscal Agent and are required to be accurately completed and submitted by the due date determined by the Fiscal Agent. Failure to submit reports in a timely manner will lead the organization to be out of compliance, and may result in funding being withheld.

3. Provide monthly invoices for reimbursement of services provided. The UWWV will provide the required format for these invoices which meet updated program requirements. The guidelines below must be followed to ensure prompt repayment:
 - a. An electronic copy of the invoice must be emailed to the Fiscal Director, as well as a signed, paper copy, within five (5) business days following the month in which services were provided.



b. In the case that the 5th business day falls on a holiday, the invoices must be received no later than the following business day.

4. Require designated administrative or frontline staff, as necessary, to participate in activities that enhance communication between the UWWV and other regional service providers through mandatory attendance of all Sub-grant meetings.

F. Awardee Responsibilities

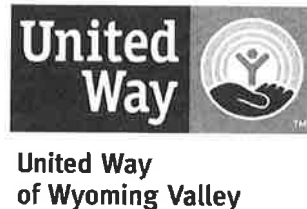
Each organization selected for funding will be required to assume full responsibility and begin to provide all services offered in its proposal by July 1, 2022. Further, awardees may not enter into a grant agreement with another provider for services or functions offered through this proposal without the written permission of the UWWV. It is expected that the contracting organization will provide services in accordance with the procedures described in this RFP, the executed sub-grant agreement, and Federal and State guidelines.

IV. Sub-grant Requirements

A. General

Agencies awarded funding will enter into sub-grant agreements with the UWWV and will be required to agree to the terms contained below.

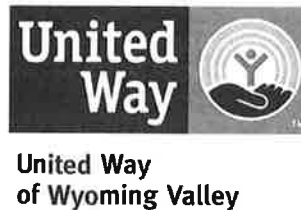
1. **Representation:** In the performance of the sub-grant, the sub-grantee, its agents and employees, will act in an independent capacity and not as officers, employees, or agents of the UWWV.
2. **Point of Contact:** The sub-grantee will designate an individual to serve as the primary point of contact for the sub-grant. Contractor or designee must respond to the UWWV inquires within two (2) business days. Sub-grantee will notify the UWWV in writing of any change in mailing address within ten (10) business days of the address change.
3. **Change of Address:** Sub-grantee will notify the UWWV in writing of any change in mailing address within five (5) business days of the address change.
4. **Sub-grant Assignment:** Without the prior consent of the UWWV, the sub-grant is not assignable by sub-grantee either in whole or in part.
5. **Subcontracting:** Sub-grantee agrees not to enter into any subcontracts for work contemplated under the sub-grant.
6. **Sub-grant Amendments:** Sub-grantee agrees any alterations, variations, modifications or waivers of provisions of the sub-grant will be valid only when they have been presented in



writing, duly signed and attached to the original copy of the sub-grant and approved by the required persons or agencies.

7. **Copyright:** The sub-grantee will relinquish any and all copyrights and/or privileges to data, materials or properties developed under this sub-grant. No such material, data, public notices or properties produced in whole or in part under this sub-grant will be utilized for private use, copyright or patent right by the sub-grantee in the United States or in any other country without the express written consent of the UWWV. Copies of all educational and training materials, curricula, audio/visual aids, printed materials and periodicals, assembled pursuant to the sub-grant should be filed with the UWWV subsequent to publication product. All materials will become property of the UWWV at the close of the sub-grant period.
8. **Conflict of Interest:** Sub-grantee will develop an agency-specific conflict of interest policy that strives to ensure that no conflict of interest exists between its officers, employees, or sub-grantees, and the UWWV. Sub-grantee will make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being; motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties.
9. **Grievance Procedure:** Sub-grantee will develop an agency-specific grievance policy and procedure, through which recipients of service will have the opportunity to express and have considered their views and complaints regarding the delivery of services. The procedure must be in writing. The sub-grantee must notify each recipient of services of the grievance procedure and explain the procedure so that clients may be aware of their rights and responsibilities. Additionally, documentation signed by the recipient demonstrating that the sub-grantee has complied with this requirement must be filed in the recipient's file and made available to site monitors upon request.
10. **Confidentiality:** Sub-grantee will ensure confidentiality of individual clients HIV/AIDS related records and information contained in them in accordance with the confidentiality of Act 148, the HIV-related information act and other appropriate confidentiality laws and regulations. The sub-grantee will make adequate provision for system security and protection of individual privacy to ensure confidentiality of client information.
11. **Records:** Sub-grantee will maintain all records (electronic and paper) and management books pertaining to local service delivery and demonstrate accountability for sub-grant performance and maintain all fiscal, statistical, and management books and records pertaining to the program. In the event that a sub-grantee's business headquarters is located outside the region, the sub-grantee will make these records available as needed and requested by the UWWV.

Records should include, but are not limited to: client case files, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records will be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of



Management and Budget (OMB) Circulars which state the administrative requirements, cost principles, and other standards for accountancy.

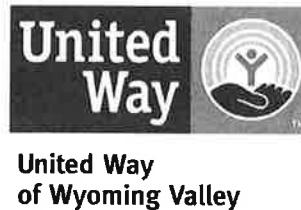
All records will be complete and current and comply with all sub-grant requirements. Failure to maintain acceptable records per the preceding requirements will be considered grounds for withholding of payments for invoices submitted and for termination of the sub-grant.

12. Licenses and Permits: Sub-grantee will ensure that it has all necessary licenses and permits required by the laws of the United States, Commonwealth of Pennsylvania, and all other appropriate governmental agencies and agrees to maintain these licenses and permits in effect for the duration of the Sub-grant. Sub-grantee will notify the UWWV immediately of loss or suspension of any such licenses and permits.
13. Health and Safety: Sub-grantee will comply with all applicable local health and safety clearances, including fire clearances, for each site where program services are provided under the terms of the sub-grant.
14. Pro-Children Act of 1994: Sub-grantee will comply with Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 2001.
15. Americans with Disabilities Act: Sub-grantee will comply with all applicable provisions of the Americans with Disabilities Act (ADA).
16. Notification: In the event of a problem or potential problem that will impact the quality or quantity of work, or the level of performance under the sub-grant, notification will be made within one (1) business day, in writing via email and by telephone to the Program Director at UWWV.
17. Administrative Reporting Requirements: Sub-grantees are required to submit monthly invoices, quarterly financial reports and other quarterly and annual reports. Failure to submit required reports in a timely manner may jeopardize the UWWV's compliance with State and Federal reporting requirements and may result in the UWWV withholding payment.

B. Insurance Requirements

1. Insurance: The sub-grantee will secure and maintain throughout the sub-grant period the following types of insurance with limits as shown:

- a. Worker's Compensation: A program of Workers' Compensation Insurance or a State approved Self-Insurance Program in an amount to meet all applicable requirements of the Labor Code of the Commonwealth of Pennsylvania, including Employer's Liability, covering all persons providing services on behalf of the sub-grantee.



With respect to sub-grantees that are non-profit corporations organized under Pennsylvania or Federal law, volunteers for such entities are required to be covered by Workers' Compensation Insurance.

Workers' Compensation Insurance Limits are based on the number of employees, the payroll of the employees, the classification of the agency and past loss experience. This amount may vary between agencies.

- b. Comprehensive General, Property and Automobile Insurance: This coverage is to include contractual coverage and automotive liability coverage with combined single limits, for bodily injury and property (fire, theft) damage. If the sub-grantee provides transportation to one or more client at any time, the automotive liability coverage will have combined single limits or bodily injury and property damage. The policy will cover owned, rented or not-owned vehicles.

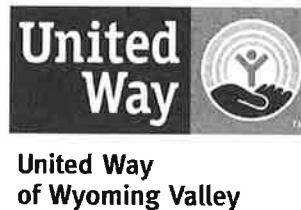
For Automobile Liability Insurance, Pennsylvania requires as a minimum coverage up to \$30,000 for all persons injured in an accident, subject to a limit of \$15,000 for one individual and \$5,000 of coverage for property damage.

Comprehensive General Liability Insurance and Property Insurance limits are based on various factors unique to each organization.

- c. Unemployment Compensation: Sub-grant must maintain proof of Unemployment Compensation through the "Employer's Report for Unemployment Compensation", PA Form UC-2 REV 3-03.
- d. Fidelity Bond: This protects the sub-grantee against dishonest or fraudulent acts of employees, such as embezzlement, fraud or theft of money. This coverage must be no less than one sixth (1/6) of the total cost of the annual sub-grant amount.

2. Additional Named Insured: All General Liability and Fidelity policies must contain additional endorsements naming the UWWV and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of sub-grant services.

3. Proof of Coverage: Sub-grantee will furnish Certificates of Insurance to UWWV evidencing the insurance coverage, including endorsements required above, prior to the signing of the sub-grant and commencement of performance of services hereunder. Certificates will provide that such insurance will not be terminated or expire without thirty (30) days written notice to United Way and sub-grantee will maintain such insurance from the time sub-grantee commences performance of services hereunder until the completion of such services.



C. Right to Monitor and Audit

1. Right to Monitor:

The UWWV or any subdivision or appointee thereof, and the Commonwealth of Pennsylvania or any subdivision or appointee thereof, including the Auditor General, will have absolute right to review and audit all records, books, papers, documents, corporate minutes and other pertinent items as requested and will have absolute right to monitor the performance of the sub-grantee in the delivery of services provided under the sub-grant. Full cooperation will be given by sub-grantee in any auditing or monitoring conducted. Sub-grantee will cooperate with the UWWV in the implementation, monitoring and evaluation of the sub-grant and comply with any and all reporting requirement established by the UWWV.

2. Availability of Records:

All records pertaining to service delivery and all fiscal, statistical, and management books and records will be available for examination and audit by the UWWV, Federal, and State representatives for a period of four (4) years after final payment under the sub-grant or until all pending UWWV, State, and Federal audits are completed, whichever is later. Program data will be retained locally and made available upon request or turned over to the UWWV. Records of the sub-grant which do not pertain to the program may be subject to audit.

3. Independent Audit Provisions:

Sub-grantee will hire a licensed Certified Public Accountant (CPA), who will prepare a certified fiscal audit of related expenditures during the term of the sub-grant and a program compliance audit.

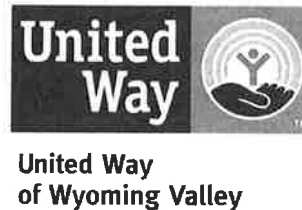
D. Equal Employment Opportunity

1. Equal Employment Opportunity Program

The Applicant will not discriminate against any employee, applicant for recipient of services, or any other persons because of race, color, religion, ancestry, national origin, age, sex or sexual preference or the presence of a non-job related medical condition/disability.

2. Civil Rights Act

Sexual harassment is a form of discrimination based on sex and prohibited by Title VII of the Civil Rights Act of 1964.



V. Applicant Organization Profile

Section 1: Agency Introduction: Limit response to 1 page per item for a total of 3 pages

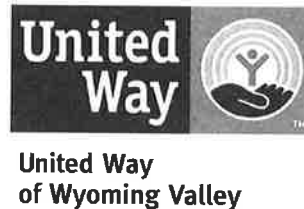
1. Provide a description of the organization and include a brief history, how and why you began and significant accomplishments.
2. Describe how the applicant solicits and utilizes the input of the community including current clients and targeted populations you are proposing to serve.
3. Discuss the organization's vision. Where do you anticipate the organization to be in five years?
4. Attach an organizational chart which shows the location of the proposed program(s) within the organization and the most recent mission statement.

Section 2: Cultural Competency: Limit the response to 1 page per item for a total of 4 pages

1. Briefly describe the agency's capacity to provide services to the population(s) targeted in the proposal, while recognizing the role of culture in comprehensive and supportive care.
2. Describe how clients' language, cultural, educational, religious, and gender barriers to accessing services will be minimized by the organization. Cite specific examples relating to cultural sensitivities of people living with HIV (i.e. distrust, provider/medical community, gender inequalities and stereotyping).
3. Please explain if any forms, brochures, medication instructions or other healthcare guidelines provided by your agency will be available in the language and reading level of the client, and be inclusive of gender identities and partner/family makeups.
4. Discuss how increased cultural sensitivity will enable staff and board members who attend any cultural competency trainings to share information with the whole agency.

Section 3: Personnel: No page limit

1. Describe in detail how the Applicant will ensure that each staff member related to the proposed program(s) is qualified and adequately trained to perform job functions.
2. Describe the Applicant's administration supervision policy and how administrative supervision is provided. Specify roles, responsibilities and frequency.
3. Describe how the Applicant ensures the entire staff receives on-going HIV specific training. List the training topics that will be provided in the upcoming Fiscal Year.
4. Provide the strategies in plan for managing staff turnover and vacant positions.
5. Provide job descriptions of all administrative and programmatic personnel who will be engaged in the provision of services.
 - a. Indicate where the personnel will be physically located during the time they are engaged in the work.
 - b. Include each staff person's required education and employment experience.
 - c. Indicate the responsibilities each person will have in this project.
6. Provide the organizational chart of the entire agency (indicating names of current employees for each position) and include all positions for which funding is requested.



VI. Proposed Prevention Programs for State-Funded ARTAS and HNS Programs

Section 1: Prevention Program Objectives: Limit the response to 1 page per item for a total of 3 pages.

1. List program objectives and describe how they will address the needs or problems identified.
2. Identify each underserved group in the county(ies) you are proposing to serve and explain how that determination was made.
3. List at least one strategy related to reaching each of the above-identified underserved groups and the target populations. Strategies should address specific actions and steps that will be taken to reach identified target groups (including timelines, responsible staff and specific activities).

Section 2: Problem/Needs Assessment: Limit the response to 2 pages page per item for a total of 4 pages

1. Describe how the need for this prevention service has been determined
2. Provide summarized needs-data pertaining to this prevention service.

Note: Applicable local data collected by the agency enhances the proposal. When using internal statistics, applicants using percentages must parenthetically include the numerator and denominator. Any clients receiving Ryan White Part C or other funded services, and not being case managed, cannot be included in data describing the population to be served under this proposal.

Section 3: Program Evaluation: Limit the response to 1 page per item for a total of 3 pages.

1. Describe how the effectiveness of the proposed services will be evaluated.
2. Describe efforts to measure client satisfaction and cite examples of actions that have been taken to improve satisfaction.

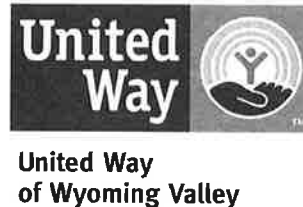
VII. Ryan White Part B Eligible Services Proposed for Funding

Section 1: Problem/Needs Assessment: Limit the response to 2 pages page per item for a total of 4 pages.

1. Describe how the need for this prevention service has been determined.
2. Provide summarized needs-data pertaining to this prevention service.

Note: Applicable local data collected by the agency enhances the proposal. When using internal statistics, applicants using percentages must parenthetically include the numerator and denominator. Any clients receiving RW Part C or other funded services and not being case managed cannot be included in data describing the population to be served under this proposal.

Section 2: Description of Services to be Funded: Limit each service response to 2 pages



For each Ryan White Part B eligible service currently provided by the Applicant each of the below components must be completed. Ensure each service is clearly labeled and contains these elements. Refer to the Pennsylvania Program Service Standards Ryan White Part B Eligible Services, effective April 1, 2021 for definitions and Taxonomy for unit calculations.

Describe the activities in detailed, narrative form. Include as attachments any curriculum(s) used or, if extensive, a reasonable summary of the curriculum(s) that will provide a sense of what the curriculum covers and accomplishes.

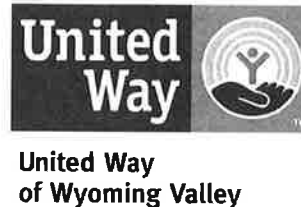
- A. Number of clients to be served – Set a realistic number of clients to be served.
- B. Units- For each category of service set a realistic number of units.
- C. Goals – Goals should describe the overall intent of the service.
- D. Objectives – Objectives should be outcome-based and should address the desired effect(s) of the service(s) provided. Include all care and prevention outcomes in this section. The objectives should be realistic, measurable and able to be evaluated. Outcome-based objectives will be required for all contracted services. Outcomes included in the proposal will be incorporated into contracts and reporting requirements.
- E. Evaluation – Describe how you are going to evaluate the effectiveness of the proposed services (care and prevention) in meeting the defined objectives, including all efforts aimed at measuring Consumer Satisfaction. If your organization has developed an evaluation plan or evaluation tool(s), please describe and explain its use in this section and attach a copy as an appendix to this proposal.
- F. Prior Program Experience – Briefly describe the organization’s experience in providing the service(s) for which the applicant is requesting funding. Experience should show previous work done by individuals who will be assigned to this project, as well as that of the agency.

Note: For Ryan White Part B eligible services the Applicant is not currently providing and proposes to implement, the following must be submitted in addition to the above:

1. Provide a timeline for adapting, planning, training and implementation.
2. Strategies to reach targeted population(s).

VIII. Quality Management Plan: No page limitation

A Quality Management Plan is to be included for RFP consideration. At minimum, the Quality Management Plan must include anticipated Quality Improvement (QI) Projects to be addressed during the funding year and address the program(s). For an Applicant that is part of a larger organization, please limit the Quality Management Plan to those program(s) the RFP is requesting to be funded. Applicants are encouraged to utilize the template found in the Appendix Section.



IX. Fiscal Components

A. Cost-Effectiveness and Budget Justification

Section 1: Budget Narrative: No page limit.

Complete a Narrative which describes in detail how each line item in the budget helps meet the proposed deliverable as well as how the requested funds are estimated. For each line item for which funding is requested that does not support a full-time employee (FTE), provide detailed explanation as to how costs will be calculated.

Section 2: Annual Operating Budget

Applicants are required to submit the most recent annual operating budget to verify fiscal viability. The operating budget must include all sources of income.

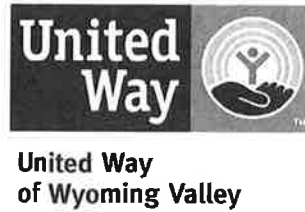
B. Rate Setting Process

These forms are located on our website at www.northeastpahiv.org. Complete all forms in chronological order. Directions for how to complete each form can be found on the Instructions Tab on the first page of the Workbook. Record all amounts in whole dollars.

1. Appendix C Budget Form: Note: this form is NOT included in the Fiscal Workbook and is a separate link.
2. Fiscal Workbook: Each Form listed below is found on separate tabs within the workbook
 - a. Agency Revenue and Expense Form
 - b. Budget Breakdown/Shared Costs
Note: Shared costs are those expenses that are associated with running the Agency and are shared by more than one service/funding source. They support the entire Agency rather than just one program. These costs include salaries and benefits for the Agency Director and Executive Staff, Supervisors and/or Administrative support personnel as well as occupancy (including rent and utilities), furniture and supplies. Shared costs must be assigned to programs equitably using a consistent method of distribution. For this RFP, all shared costs are based on percentages of the overall cost of the line item and actual hours assigned to the contract.
 - c. Case Management Unit Cost Form
 - d. Personnel Narrative Justification
 - e. Personnel Salaries
 - f. RW/Rebate Administrative Rate Calculation Form
 - g. Snapshot

X. Additional Documentation: Please provide the following documentation in the order listed:

1. Proposal Acknowledgement and Signature Form (found in Appendices Section)
2. Applicant Executive Director letter (found in Appendices Section)



3. Applicant Board of Director letter (found in Appendices Section)
4. Current List of Board Members including employer and affiliation with other HIV/AIDS-related service agencies
5. Applicant's Internal Revenue Service determination letter evidencing 501(c) 3 status
6. Applicant's most recent Audit (new Applicants only)
7. Applicant's Management Letter

Appendix 1

BUDGET SUMMARY

Applicant Name:

July 1, 2022 through June 30, 2023

CATEGORIES	State - ARTAS	State - HNS	Ryan White / Rebate Part B	Total Budget
I A. STAFF PERSONNEL	\$ -	\$ -	\$ -	\$ -
I B. FRINGE BENEFITS	\$ -	\$ -	\$ -	\$ -
II. CONSULTANT	\$ -	\$ -	\$ -	\$ -
IV. PATIENT SERVICES	\$ -	\$ -	\$ -	\$ -
V. EQUIPMENT	\$ -	\$ -	\$ -	\$ -
VI. SUPPLIES	\$ -	\$ -	\$ -	\$ -
VII. TRAVEL	\$ -	\$ -	\$ -	\$ -
VIII. OTHER COSTS	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

Provider Agency Name:
Contact person and Contact Number:
July 1, 2022 through June 30, 2023

Categories	State: ARTAS Budget	State: HNS Budget	Ryan White / Rebate Part B	Total Budget
	State 7/1/22-6/30/23	State 7/1/22-6/30/23	RW/Rebate 7/1/22-6/30/23	

7/1/22-6/30/23

I A. Staff Personnel (List Job Titles Individually Below)	Hourly Rate	Number of Hours				
		Sub-Total	-	-	-	-

***Please note: Personnel totals listed in columns D, E, and F need to be evenly divisible by the hourly rate**

I B. Fringe Benefits List Job Titles Individually Below:	Salary	% Rate				
	-		-	-	-	-
	-		-	-	-	-
	-		-	-	-	-
	-		-	-	-	-

IV. PATIENT SERVICES

Child Care Services					-
Early Intervention Services					-
Emergency Financial Assistance					-
Food Bank/Home Delivered Meals					-
Health Education/Risk Reduction					-
Health Insurance Premium & Cost Sharing Assistance for Home and Community-Based Services					-
Home Health Care					-
Hospice Services					-
Linguistic Services					-
Medical Nutrition Therapy					-
Medical Transportation					-
Mental Health Services					-
Oral Health Care					-
Other Professional Services					-
Outpatient/Ambulatory Health Services					-
Outreach Services					-
Psychosocial Support					-
Referral for Healthcare and Supportive Services					-
Rehabilitation Services					-
Respite Care					-
Substance Abuse Outpatient Care					-
Substance Abuse Services (Residential)					-
Total		0.00	0.00	0.00	0

***V. EQUIPMENT**

	<u>Quantity</u>	<u>Unit Cost</u>			
					-
*An equipment item has a value of \$5,000 or more	Total		-	-	-

VI. SUPPLIES

General Office Supplies

Total

- - - -

VII. TRAVEL

Lodging

Mileage/Flights

Subsistence

Total

- - - -

VIII. OTHER COSTS

Advertising (Job Ad)

Audit

Facility Maintenance

Incentives

Insurance

Legal Services

Meeting Expenses

Occupancy

Postage

Printing/Copying

Staff Development

Subscription/Memberships

Telephone/Internet

Utilities

Website/Email/Server

Total

- - - -

TOTAL

- - - -

Agency Expense & Revenue Form

If applying for funding for the first time and information requested is not applicable, please just mark not applicable.

Part A: Revenue Form

Column A:	List source of revenue by Funding Stream beginning with United Way
Column B:	List all current funding sources supporting the Applicant Agency for FY 2021-22.
Column C:	List all anticipated funding sources supporting the Applicant Agency for FY 2022-23.
Note:	The total amounts must match amounts found on all worksheets in the Fiscal workbook
Part B: Agency Expense Form	
Column A Cost Categories:	You will find the list of costs allowed by the terms of the United Way contract. Please do not edit/change the names as these are the categories approved by PA DOH
Column B: FY 2021-22	Record the Total amount of revenue for current FY 2021-22
Column C: FY 2022-23	Record the projected amount of revenue for FY 2022-23
Note:	The total amounts must match amounts found on all worksheets in the Fiscal workbook. For the purposes of this worksheet, totals are not broken down by funding streams

Budget Breakdown / Shared Costs

Explanation	Please share a breakdown of your requested budget. Expenses that are affiliated with running the applicant agency and shared by more than one service/funding source such as Salaries/Benefits, Other Costs (for example, but not limited to: Occupancy, Insurance, Phone, Utilities), Supplies, etc. must be assigned to programs equitably using a consistent cost allocation method. For this RFP, personnel hours and number of full time employees specified compared to that of the overall organization must be utilized in determining the cost allocation of shared expenses. If another method appears to be more reasonable or makes better sense in a specific situation, it is asked that the example be brought to the regional office for further discussion.
Column 1:	Projected Total Agency Budget for FY 2022-23 (will calculate automatically)
Column 2:	Total of all costs requested by United Way contract (will calculate automatically)
Columns 2.1-2.3:	Breakdown costs allocated to United Way by funding stream (grayed total cells will calculate automatically)
Column 3:	Total costs assigned to other funding streams (will calculate automatically)
Columns 6.1-6.4:	Breakdown costs allocated to other funding streams (grayed total cells will calculate automatically). If additional space is needed, feel free to unhide columns L-AA
Note:	The total amounts must match amounts found on all worksheets in the Fiscal workbook

Case Management Unit Cost

Explanation	Budget totals should pull from previous page automatically. Starting in cell A8, please list job titles that produce case management units. In the adjacent cells, please list # of units anticipated to be produced by that position. Totals/Unit Cost at bottom of sheet will calculate automatically.
-------------	--

Personnel Narrative Justification

Directions:	Describe and justify personnel information for each position budgeted by providing a brief description of responsibilities. For each position, specify the total number of hours requested. Provide a breakdown if hours are allocated to more than one UWWV contracted funding stream. Refer to the examples given.
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Personnel Salaries

Column A	List the position titles for all program staff as found in Appendix C budget form. Please use same order as found in Appendix C
Column B	List the current FY 2021-22 hourly rate
Column C	List the current FY 2021-22 total annual salary
Column D	List the current FY 2021-22 total hours allocated to the UWWV contract (if applicable)
Column E	List the current FY 2021-22 total hours allocated to Other Funding Source(s) (if applicable)
Column F	Combined hours of all funding sources FY 2021-22 (will calculate automatically)
Column G	Current salary paid by United Way contract FY 2021-22 (will calculate automatically)
Column H	Current salary allocated to other funding sources FY 2021-22 (will calculate automatically)
Column J	List requested/projected hourly rate FY 2022-23
Column K	List requested/projected annual salary FY 2022-23
Column L	List requested total hours on United Way contract FY 2022-23
Column M	List requested total hours of other funding sources FY 2022-23
Column N	Combined hours of all funding sources FY 2022-23 (will calculate automatically)
Column O	Requested salary United Way contract FY 2022-23 (will calculate automatically)
Column P	Projected salary paid by Other Funding Services (will calculate automatically)
Note:	The total amounts must match amounts found on all worksheets in the Fiscal workbook

RW/Rebate Administrative Calculation Form

Explanation	In column A, please list all budget line items. Please list each staff by job title and list all staff salaries in column B. Once salaries are inputted, please input all Staff fringe expenses as well. Please follow by listing remaining budget line item totals. Once column B is completed, please fill in Column D (% Admin.). Columns C (Admin. \$), E (% Direct Client Service), and F (Total %) in gray will calculate automatically. Totals and figures at the bottom of the sheet will also calculate automatically.
-------------	---

Snapshot

Explanation	Please fill in information noted on sheet.
-------------	--

Organizational Budget Breakdown / Shared Costs

Grayed cells will calculate automatically. If you prefer form to be setup differently or for additional formulas to be added, please feel free to adjust.

Cost Category	Column 1 Projected Total Agency Budget (FY 2022-23)	Column 2 Total Costs Requested in RFP for United Way Contract	Column 2.1 United Way STATE ARTAS Budget	Column 2.2 United Way STATE HNS Budget	Column 2.3 United Way Ryan White/Rebate PART B Budget	Column 3 Total Costs assigned to other funding streams	Column 3.1 Other Funding Stream #1	Column 3.2 Other Funding Stream #2	Column 3.3 Other Funding Stream #3	***Column Other Funding Stream #4
I. Staff Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
A. Salaries	\$ -	\$ -				\$ -				
B. Fringe Rates*	\$ -	\$ -				\$ -				
II. Consultant Services	\$ -	\$ -				\$ -				
IV. Patient Services	\$ -	\$ -				\$ -				
V. Equipment **	\$ -	\$ -				\$ -				
VI. Supplies	\$ -	\$ -				\$ -				
VII. Travel	\$ -	\$ -				\$ -				
VIII. Other Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising (Job Ad)	\$ -	\$ -				\$ -				
Audit	\$ -	\$ -				\$ -				
Facility Maintenance	\$ -	\$ -				\$ -				
Incentives	\$ -	\$ -				\$ -				
Insurance	\$ -	\$ -				\$ -				
Legal Services	\$ -	\$ -				\$ -				
Meeting Expenses	\$ -	\$ -				\$ -				
Occupancy	\$ -	\$ -				\$ -				
Postage	\$ -	\$ -				\$ -				
Printing/Copying	\$ -	\$ -				\$ -				
Staff Development	\$ -	\$ -				\$ -				
Subscription/Memberships	\$ -	\$ -				\$ -				
Telephone/Internet	\$ -	\$ -				\$ -				
Utilities	\$ -	\$ -				\$ -				
Website/Email/Server	\$ -	\$ -				\$ -				
Total Agency Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Per PA DOH guidance, fringe rates must be the same across all funding streams in order for the requested rate to be approved.

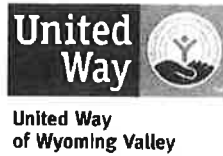
**For a single item to be considered equipment, it must have a value of \$5,000 or more.

***Additional Other Funding Stream cells hidden if needed (L-AA).

Grayed cells will calculate automatically. If you prefer form to be setup differently, feel free to adjust.

Snapshot

	# of Clients Served	Patient Services Expense Total	Case Management Expense Total	# of Case Management Units Provided
July 2019-June 2020				
July 2020-June 2021				
July 2021-June 2022 (Estimated)				
July 2022-June 2023 (Estimated)				



Quality Management Plan Template

(Insert Name of Organization) Quality Management Plan (Insert time period)

- I. Organization
- II. Quality Statement
- III. Quality Infrastructure
- IV. Annual Quality Goals and Objectives
- V. Participation of Stakeholders
- VI. Performance Measurement
- VII. Capacity Building
- VIII. Evaluation
- IX. Quality Management Plan Implementation: Work Plan

Quality Management Goals & Work Plan					
Quality Management Goal (s)	Action Steps	Status	Target Date	Person/Role Responsible	Completed

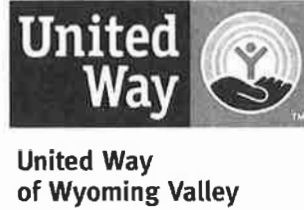
- X. Process to Update the Quality Management Plan
- XI. Communication



Applicant RFP must contain all of the following elements in order for the application to be considered complete

- Organization Profile
 - Agency Introduction
 - Cultural Competency
 - Personnel including:
 - Agency organizational chart
 - Job descriptions for all proposed positions
- Proposed Prevention Programs for State funded ARTAS and HNS Programs
 - Prevention Program Objectives
 - Problem/Needs Assessment
 - Program Evaluation
- Proposed Ryan White Part B Eligible Services
 - Problem/Needs Assessment
 - Description of Services to be Funded
 - Number of clients to be served
 - Number of units to be provided
 - Goals
 - Objectives
 - Evaluation
 - Prior Program Experience
 - Implementation Timeline (if applicable)
 - Strategies to reach target populations (if applicable)
- Quality Management Plan and Quality Improvement Projects
- Fiscal Documents:
 - Budget Narrative
 - Current Annual Operating Budget
 - Appendix C Budget Form
 - Agency Revenue and Expense Form
 - Budget Breakdown/Shared Costs Form
 - Case Management Unit Cost Form
 - Personnel Narrative Justification Worksheet
 - Personnel Salaries Form
 - RW/Rebate Administrative Cost Form
 - Snapshot
- List of current Applicant Board of Directors
- Copy of IRS determination letter of 501(c) 3 status
- Copy of Applicant's most recent audit (for new Applicants only)
- Copy of Applicant's Management letter
- Letters of Commitment signed by Applicant Executive Director
- Letter of Commitment signed by Applicant Board of Directors
- Proposal Acknowledgment and Signature Form

Completed applications must be received no later than 12:00pm March 16, 2022



Proposal Acknowledgement and Signature Form

Proposal Applications are due in full no later than 12:00 pm, Wednesday March 16, 2022

Applicant Organization Name: _____

We, the undersigned, submit this proposal for consideration as a program sub-sub recipient. We understand that the submission of this RFP does not guarantee funding approval and that missing application elements may result in disqualification. We agree to aspire toward the objectives outlined within our proposal and understand that we will be responsible for all invoicing, reporting, and monitoring requirements that may be outlined within an executed grant contract agreement should we be awarded funding. We agree to make ourselves regularly available to UWWV/Northeast Regional HIV Services office and to communicate about changes with programming, personnel and/or budgetary matters. Further, we understand that all funding awarded will be disbursed as a reimbursable expense, subject to limitations of qualifying activities, invoice processing time by the Department of Health, Commonwealth of Pennsylvania and the procurement of government funds.

Board of Directors Representative _____

(Signature)

(Print Name)

(Title)

Organization Representative _____

(Signature)

(Print Name)

(Title)

LETTER OF COMMITMENT FROM EXECUTIVE DIRECTOR OR CHIEF EXECUTIVE OFFICER

(Letter should be placed on Applicant letterhead)

This letter certifies that I have reviewed and approved the enclosed proposal to United Way of Wyoming Valley.

I am committed to ensuring that the proposed HIV related services will be provided and that staff will be qualified, appropriately trained and have sufficient agency resources to effectively implement the program.

Sincerely,

Executive Director or
Chief Executive Officer

LETTER OF COMMITMENT FROM THE BOARD OF DIRECTORS

(Letter should be placed on Applicant letterhead)

This letter certifies that the Board of Directors of (Applicant Agency) has reviewed and approved the enclosed proposal to United Way of Wyoming Valley.

We are committed to ensuring that the proposed HIV related services will be provided and that staff will be qualified, appropriately trained and have sufficient agency resources to effectively implement the program.

Sincerely,

Chairperson or Designee of the Board of Directors