2024 PREV661 RFA Ryan White Part A Pre-Application Conference

Public Health
Seattle & King County
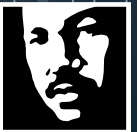
AGENDA

- Introductions – Note: meeting being recorded
  - To be added to the Ryan White Part A RFA distribution list (to receive updates), send an email to: RyanWhiteSeattleTGA@kingcounty.gov
- 2024 RFA Timeline
- Application Tips
- New Application Process - How to Apply & What to Submit
- Review Required RFA Documents & Forms
  - Agency Information Packet
  - Service Category Packets
  - Forms Review & Demonstration
- Review HRSA and Reporting Requirements
- King County Terms Overview
- Q & A

RFA Timeline

RFA Timeline (page 6)

- 9/12/24   Public announcement of Request for Applications
- 9/18/24   Pre-application conference, 1:00 p.m. – 3:00 p.m.
- 10/4/24   Pre-application questions due, in writing
- 10/11/24   Final Addendum issued (if necessary)
- 10/31/24   Applications due by 11:59 p.m. LATE SUBMISSIONS WILL NOT BE ACCEPTED
- 12/24/24   *Notice of Award
- 3/1/25   *Executed Contracts
- 3/1/25-2/29/28   Project period

*NOTE: Dates preceded by an asterisk are estimated dates. Estimated dates are for information only.

Application Tips

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Before you commit:

- Read the RFA carefully – submission requirements have changed.
- Determine whether your agency is eligible (Page 7, Section 1.2 of RFA).
- Review client and service eligibility requirements (Pages 8 & 9, Section 1.3 and 1.4 of RFA).
- **Ask clarifying questions**, either during this pre-application conference or via email before close of business on Friday, October 4, 2024.

Before you submit:

- Review your submission. Did you answer all the questions in both the Agency Packet and Service Category Packet(s)? Did you adhere to the page limits? Did you provide all items needed for a complete application package? (See Page 1 and Sections 1.5 & 1.6 of RFA)
- Ask someone outside of your organization to review it – is what you're proposing clear to them? This is helpful to determine whether the Objective Review Committee members will understand your application.

HOW TO APPLY & WHAT TO SUBMIT

E-mail applications to: cpres-PREV@kingcounty.gov; **Reference RFA # 2024 PREV661RFA.**

MUST BE RECEIVED BY 11:59 P.M. ON OCTOBER 31, 2024.

COMPLETE <u>ONE</u> (1) APPLICATION PER AGENCY, REGARDLESS OF HOW MANY SERVICE CATEGORIES YOUR AGENCY IS APPLYING IN.

- A completed application packet must include <u>**ALL**</u> of the following items:

  - ONE completed and signed RFA cover page (Page 1).
  - <u>**ONE**</u> Agency Information Packet.
  - One Complete Service Category Packet <u>for each Service Category</u> in which your agency is applying. (See Section 1.4 for funded Service Categories and dollar amounts).

  Review Sections 1.5 & 1.6 in RFA for more details

AGENCY INFORMATION PACKET

Applicants must complete **ONE** Agency Information Packet. Provide a narrative response addressing the following (5-page limit):

- Agency Capacity and Experience in table format
- Equity, Diversity, and Inclusion
- Clinical Quality Management and Data Quality
- Financial Management
- A copy of your agency's most recent financial statement or audit (not counted in page limit)
    - If agency is not required to complete an audit or financial statement, provide a copy of your most recent 990 Form.
- New applicants must include a copy of the agency's certificate of nonprofit status (not counted in page limit)

(Refer to the Application Evaluation Criteria and Scoring table on pages 3 & 4 for guidance)

SERVICE CATEGORY PACKET INFO

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SERVICE CATEGORY PACKET(S)

Applicants must complete **AT LEAST ONE** Service Category Packet. Agencies may apply in multiple Service Categories. Submit as many Service Category Packets as you are applying for.

Each Service Category Packet Contains:
- Program Narrative Response (5-page limit)
- Service Units Table (Form 1)
- Program Budget Forms (Forms 2a and 2b)
- Budget Narrative(s)
- Instructions for forms completion
- Application checklist
- HRSA Categorial Definitions, Planning Council Directives, and Service Units
- Standards of Care

(Refer to the Application Evaluation Criteria and Scoring table on pages 3 & 4 for guidance)

FORMS REVIEW & DEMONSTRATION

HRSA & Reporting Requirements

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HRSA Standards & Reporting Requirements

- Funded agencies must meet all HRSA-mandated fiscal and programmatic standards. Additional guidance found in Policy Clarification Notices (PCN), particularly PCN 16-02.

  - [Ryan White HIV/AIDS Program (RWHAP) - Universal Monitoring Standards (UMS) - Fiscal and Program Standards for RWHAP Part A and Part B Recipients (hrsa.gov)](hrsa.gov)

  - https://hab.hrsa.gov/program-grants-management/policy-notices-and-program-letters

- Ryan White Services Report (RSR)
  - A required HRSA report requesting client-level data

- Women, Infants, Children and Youth (WICY) Report
  - A report that counts demographic data

- Agency Programmatic and Fiscal Site Visits

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Public Health Reporting & Other Requirements

- Provide Enterprise – Client Level Data
  - Monthly data entry in Provide
- Monthly Invoices (Fiscal Reports)
- Quality Management Reports <u>are under review</u> to mitigate reporting requirements

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RFA & King County
Terms Overview

REMINDERS . . .

- Please make sure to reference the RFA title on all correspondence and on your submission. It is 2024PREV661RFA

- Correspondence and application submissions should be sent to: cpres-PREV@kingcounty.gov.

- To be added to the Ryan White Part A RFA distribution list (to receive updates), send an email to: RyanWhiteSeattleTGA@kingcounty.gov

- October 4 is the deadline for submitting questions about the RFA.

- **MOST IMPORTANT DATE**: Applications are due October 31, by 11:59 p.m. Late applications will <u>not</u> be accepted.