

## **GUIDELINES FOR “ENDING HIV IN ALABAMA” COMMUNITY PROJECT FUNDING FUNDED BY UAB 1917 AND UAB CFAR**

### **GRANT FOCUS**

The purpose of this request for funding announcement (RFA) is to assist the statewide effort to eliminate HIV by promoting advances along the HIV Care Continuum geared toward achieving the United Nations Programme on HIV/AIDS (UNAIDS) 90-90-90 targets: 90% of all individuals with HIV knowing this diagnosis, 90% of those diagnosed on treatment, and 90% of those on treatment achieving suppression of their virus. In understanding the importance of community-driven initiatives, this funding opportunity seeks to build upon and expand an organizations’ capacity in ending the HIV epidemic in Alabama. Funding will support new, innovative projects and initiatives that impact one or more areas along the HIV Care Continuum including primary prevention (reducing new HIV infections) and secondary prevention (reducing severity of HIV through early detection and linkage, increasing medication and visit adherence, and reducing high-risk activities).



---

### **ELIGIBILITY CRITERIA**

---

- Any Alabama-based public or private entity with a valid EIN tax ID #, including tribal, faith-based, or community-based organizations.
- All projects/services funded by this funding initiative must take place in Alabama.
- Projects must include only allowable costs as described below under “**Budget Development Guidelines and Restrictions**”
- All projects/services must focus on achieving one or more of the 90-90-90 targets and describe how the project will help achieve this goal.

---

### **TIMELINE**

---

- RFA Released: **December 1, 2018** on **World AIDS Day**
- RFA Information Session: **January 4, 2019**
- Deadline for 2-3 pages Concept Proposal: **January 31, 2019**
- Full Application Applicants Announced: **February 18, 2019**
- Deadline for Full Applications: **March 28, 2019**
- Awards Announced: **April 15, 2019**
- Funding Start: **May 1, 2019**

It is anticipated this funding mechanism will be available twice yearly (summer/winter releases) and will be awarded to no more than four awards per release.

---

## CONCEPT PROPOSALS

---

To apply for RFA funding, please submit the following information as a single combined PDF not to exceed three pages in length. Applicants must submit concept proposals using the Concept Proposal template. Submit final proposals to Jeremiah Rastegar at [jrastegar@uabmc.edu](mailto:jrastegar@uabmc.edu) and include the following components:

1. Project Description
2. Project Impact toward 90-90-90 targets (Learn more: <http://www.unaids.org/en/resources/909090>)
3. Anticipated project expenses

---

## FULL APPLICATIONS

---

Submit full proposals electronically in one Adobe PDF file to Jeremiah Rastegar at [jrastegar@uabmc.edu](mailto:jrastegar@uabmc.edu). The Full Proposal should include (in order as outlined below in a single Adobe Portable Document Format (PDF) file; applicants should use the Full Application template for submission):

1. Complete budget and budget justification
2. Project Plan (Maximum 5 pages for a-f below)
  - a. Introduction (suggested length ½-1 page)
  - b. How will this project impact achieving the 90-90-90 initiative in Alabama? (suggested length 1 page)
  - c. What about this project is innovative? (suggested length ½ page)
  - d. How will the project work? (suggested length 1 page)
  - e. What are your proposed outcomes? (suggested length ½ page)
  - f. (Optional) In what areas might you need technical assistance from UAB? (suggested ½ page)
3. Description of the population being impacted by the project (suggested length ½ page)
4. Resources and Environment: (suggested length 1 page)
  - a. Organizational history including tax status
  - b. Organizational structure including current staffing and facilities
  - c. Surrounding/impacted community demographics
  - d. Current ongoing funded projects that may correspond to request (if applicable)
5. Letters of Support/MOU's (letters of support from collaborators essential to the proposed project must accompany the application)
  - a. MOUs (Memorandums of Understanding) must include language describing how funded project/initiative will continue in case collaborating partners cannot come to an agreement.

---

## REVIEW CRITERIA FOR FULL APPLICATION

---

- Project Focus
  - Have you adequately prepared for this project/service through planning, focus groups, or some other method of data collection?
    - If so, what information have you gained that will assist in your project/service plan?
  - Is the project/service focused on achieving one or more of the 90-90-90 targets?
  - Is/are the population(s) being served at risk for HIV or people living with HIV?
  - Is the project/service innovative?
    - If so, how?

- Resources
  - Does your organization have experience with this type of project/service?
    - If so, how will the experience assist in this project?
    - If not, what steps have you taken to make sure your organization has the capacity to implement this project/service?
  - Is this project/service sustainable outside of UAB CFAR funding?
  - Is this project/service a collaboration between two or more organizations?
    - If so, what strengths of each organization are you leveraging?
- Outcomes
  - Are the outcomes Specific, Measurable, Achievable, Realistic, and Time-bound (SMART)?
  - Is the evaluation plan able to determine if your project/service was successful?
  - Have you considered UAB CFAR technical assistance for project evaluation/planning?
    - If so, do you have a specific person you would like to work with?
  - Can the information you collect from your project/service provide new information about HIV in Alabama?
    - If so, what information might be gained?

For scoring information, please find the separate document, “Ending HIV in Alabama Full Application Scoring Rubric”.

---

### **BUDGET DEVELOPMENT GUIDELINES AND RESTRICTIONS**

---

- Budgets should be developed in a fashion that details appropriate, allowable and justifiable expenses for a **one-year period**. Additional project budget years will be evaluated based on progress updates as requested.
- Allowable costs include:
  - Salary and fringe for project-assigned staff
    - Salary support is limited to 25% for the project leader, unless special permission is received.
  - Supplies and materials for project implementation
  - Consultation services required for project implementation
  - Travel within community and to UAB for meetings relating to the project
  - Promotional costs related to community engagement
  - Infrastructure costs required for project implementation
    - Limited to computer software, communication costs, printing costs
- Unallowable costs include:
  - Cash payments to individuals including payments for participation in focus groups
  - Lobbying activities
  - Purchase of alcohol
  - Equipment purchases exceeding \$5,000
  - Renovation, construction, or remodeling costs
  - Pre-exposure prophylaxis (PrEP)
  - Post-exposure prophylaxis (PEP)

- Average award expected to be no more than \$75,000; Indirect costs are allowed at a rate of 10%. Awards are one year in length. One no-cost extension may be requested at the end of the budget period only with justification and timeline for completion of study.
- All costs must conform to Ryan White Part C cost standards: Early Interventions Services, Core Medical Services, Clinical Quality Management, Support Services, Administrative Costs (not to exceed 10%).

---

### **AWARD DETAILS**

---

Awards will be issued via subcontract from UAB to the community partner. These agreements will detail terms and conditions of the funding including payment milestones, invoicing procedures and progress reporting requirements.

---

### **QUESTIONS**

---

Questions or more information, contact Jeremiah Rastegar at [jrastegar@uabmc.edu](mailto:jrastegar@uabmc.edu)

An RFA Information Session to answer any eligibility, budget restriction, and other questions you may have will take place on **Friday, January 4, 2018**. This will be held at the **Vestavia Hills Library in the Forest** at **1221 Montgomery Highway, Vestavia Hills, AL 35216** at **12:00 Noon**.