

### **III. Proposal Preparation**

#### **A. Proposal Package**

A complete proposal package will consist of the following:

1. Proposal Cover Sheet
2. Table of Contents
3. Narrative
4. Intervention Plan
5. Coordination and Collaboration Plan
6. Evaluation and Quality Assurance
7. Budget

#### **B. Formatting**

1. Applications should be double-spaced on 8½” X 11” paper.
2. All pages should have a one (1) inch margin on each side.
3. A 12-point font should be used throughout the application.
4. All pages should be numbered sequentially, including attachments and appendices.
5. Print on one side of page only.
6. Do not staple or bind any of the copies (rubber bands or binder clips are acceptable).
7. Adhere to page limits for each section that has a requirement.

Each respondent must submit one original (marked “Original”) and two (2) copies of the proposal, including all required documentation. A complete copy of the application must also be submitted on CD-ROM.

***Proposals that do not follow these guidelines may not be reviewed and will therefore be ineligible for funding.***

#### **C. Proposal Contents**

The proposal should provide the information below using the following headings and subheadings:

##### **1. Proposal Cover Sheet**

The Cover Sheet (Appendix D) is to be completed in full and signed by an individual authorized by the agency to commit to all items included in the proposal and who can certify that the information offered meets all general conditions and is accurate.

##### **2. Table of Contents**

The table of contents should contain the following with corresponding page numbers:

- Narrative
- Intervention Plan
- Coordination and Collaboration
- Evaluation and Quality Assurance
- Budget

3. **Narrative** (May not exceed three (3) pages)

The Narrative section serves two purposes: First, it provides information about the applicant organization. Second, it demonstrates the need for the intervention within the defined scope of work relevant to the population defined. The applicant will address the following:

- a. Mission of the organization.
- b. Explanation as to how receipt of a grant will compliment the mission of the agency.
- c. Brief description of relevant data about the population served by the intervention.
- d. Agency history and experience relevant to the provision of services to the proposed target population(s). (Experience and success of such efforts should be supported with both quantitative and qualitative data when available, such as attained positivity rate for previous years.)
- e. Description of the cultural competency of the organization.
- f. Description of sustainability plans to maintain or expand funding for the intervention if federal funds decline. This section should include more than proposed entities for discussion about sustainability and could include a SWOT analysis.

*Required Attachments:*

- 501 (c) (3) certification (if applicable).
- Board of Directors roster.
- Organizational chart which clearly identifies position within the organization and reporting relationships as it relates to this proposal.
- Most recent independent financial audit or financial statements.

4. **Intervention Plan**

For each of the eligible populations included in the funding proposal, the applicant must address the following:

- a. **Target Population:** Describe the proposed target population, at minimum, in terms of the populations eligible for support under this RFP.

- i. **Burden of HIV Disease:** Describe the impact of disease or health disparity in the geographic area(s) relevant to the scope of work defined in the application. The impact of disease should include a detailed description about behavioral risks and demographics of the population served.
- ii. **Gaps in Service:** Describe and document the extent to which identified needs of the target population are currently being addressed in the proposed geographic area(s) and how the proposed program addresses gaps in service or service linkages.

b. **Implementation Plan** (Not to exceed five (5) pages per population)

- i. **General Intervention Description:** Describe the HIV prevention intervention to be implemented for the identified population including specific inputs, activities, outputs, timeline, budget, and outcomes. Please see Appendix B for clarification.

For skills building workshops or informational sessions, describe the curricula to be used. For interventions that have been published and replicated for which curricula exist and are available (e.g., EBI), describe any adjustments that will be made. For interventions that have been developed locally or by another source, provide a narrative description of the intervention and attach a copy of the curriculum.

- ii. **Applicant Experience/Capacity:** Describe the applicant's experience related to the proposed intervention. If the intervention is new to the applicant, please describe the applicant's experience with implementing other or similar interventions or services. Please focus on the capacity to provide the intervention.
- iii. **Venues:** Describe the specific venues and locations where services will be provided. Provide evidence of support for access to such venues/locations. *(Please note that if applying for CTR/PCRS, services are to be offered off-site no less than one (1) full day per week.)*
- iv. **Access to Target Population:** Describe applicant experience and history serving the proposed target population.
- v. **Marketing and Recruitment:** Describe strategies that will be used to promote the intervention. Describe tools and how clients will be recruited.
- vi. **Cultural Competence:** Describe the strategies that will be used to ensure the cultural, linguistic, and developmental competence of interventions, materials, and staff.

vii. **Client Retention:** For multi-session interventions, describe strategies that will be used to ensure client retention across the intervention cycle.

viii. **Staff Training:** Describe how staff will be trained to deliver the intervention.

c. **Program Objectives: Please complete the Logic Model Template (Appendix B) to complete this section of the application.**

- i. Please note that, if applying for CTR/PCRS, at least 80% of tests conducted in the targeted population is required.
- ii. All providers will be required to adhere to a minimum positivity rate of 2% within the newly diagnosed population.

5. **Coordination and Collaboration Plan** (Not to exceed two (2) pages)

Describe the applicant's collaboration and coordination plan as it relates to working with other agencies and organizations to avoid duplication of services, build sustainability, encourage communication, and provide targeted and linked services to clients. Plans to coordinate with one or more of the following types of programs are recommended: HIV/AIDS treatment and care providers, substance abuse treatment providers, mental health providers, STD and viral hepatitis screening and treatment providers, family planning services, pre-natal services, TB testing and treatment providers, local health departments, community health centers, hospitals, methadone clinics, county jails or prisons, faith based groups, or university clinics.

- a. Programs targeting communities at risk for sexual transmission of HIV are to clearly describe coordination with prevention, screening, and treatment of STDs and viral hepatitis.
- b. Programs targeting HIV-positive individuals, including CTR and CRCS, are to clearly describe coordination with disease investigation specialist, care and treatment services, and care coordination.

NOTE: Collaboration with other agencies is encouraged but NOT required. If proposed programming is to be carried out through collaboration between two or more agencies, it should be described in the Coordination and Collaboration Plan. Please include information on all agencies. Collaborative relationships must be supported with specific, detailed, and current Memoranda of Understanding (MOU) or Agreement (MOA).

6. **Evaluation and Quality Assurance** (Not to exceed three (3) pages)

Please describe internal evaluation and quality assurance measures implemented within your organization as it relates to implementation of the intervention.

**7. Budget**

Please complete the Appendix B Logic Model for this Section. A guidance/definitions tool is provided.