

Request for Applications

Illinois Communities of Color Minority AIDS Initiative

Project Period: July 1, 2012 – March 31, 2015
Budget Period: November 1, 2012 – March 31, 2013

Illinois Department of Public Health
Center for Minority Health Services
535 W. Jefferson, 5th Floor
Springfield, Illinois 62761
Phone: 217-785-4311
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Application due date is Wednesday, November 7, 2012

A technical assistance conference call will be held on Friday, October 26, 2012, at 10:00 a.m. for interested parties. To access the call, dial 1-888-494-4032; access code 4652155156. Your participation is not required to be eligible for funding.

Executive Summary:

The Illinois Department of Public Health, Center for Minority Health Services is accepting applications for programs that are interested in participating in the Illinois Communities of Color Minority AIDS Initiative. The Illinois Communities of Color Minority AIDS Initiative is funded through the Ryan White HIV/AIDS Treatment Program, and provides outreach and education services designed to increase minority participation in Ryan White care services and the AIDS Drug Assistance Program (ADAP).

Funding Opportunity Title: Illinois Communities of Color Minority AIDS Initiative

Due Date for Applications: **Wednesday, November 7, 2012**

Application Processing: One signed original and one photocopy of application to include budget forms and signed W-9 must be mailed or hand delivered to the following address no later than **Wednesday, November 7, 2012, at 3:00p.m.** Faxed or electronic copies will not be accepted. Any applications received after this date, or not including the required number of copies, completed budget, and signed W-9, will not be reviewed. It shall not be sufficient to show that the application was mailed or hand-delivery was commenced before the scheduled closing time for receipt of applications.

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Attention: Doris Turner

Length of Project Period: Up to 3 years – Annual continuation awards will depend on the availability of funds, grantee progress in meeting project goals and objectives, timely submission of required data and reports, and compliance with all terms and conditions of award.

Eligible Applicants: Eligible applicants include Illinois based community-based organizations, non-profit, private associations, religious organizations, voluntary organizations, organizations serving youth, organizations serving ethnic populations, and collaborative of government and community-based organizations. **Only organizations based in Illinois are eligible for funding.**

Background

The HIV and AIDS case rates among African Americans and Hispanic/Latinos are the highest among all racial and ethnic groups in Illinois. The current, and continuing, higher rates among these groups indicate that they are disproportionately affected by HIV disease.

Illinois currently ranks sixth for the number of cumulative AIDS cases. Since the beginning of the epidemic, over 30,000 individuals have reported an AIDS diagnosis in Illinois. HIV/AIDS cases among African Americans are the highest among all racial and ethnic groups – representing more than half of the total reported cases. Of the total reported Illinois HIV cases among females, 68 percent are African American. Among the total Illinois HIV male population, 44 percent were African American. Seventy-five percent of all Illinois' African Americans reside in Cook County as are most of the HIV/AIDS cases. Latinos have demonstrated health disparities related to HIV in Kane and Will counties. Other areas of the state where there are racial and ethnic disparities related to the HIV/AIDS epidemic include Lake and St. Clair counties.

Funding Opportunity Description

For the period November 1, 2012 through March 31, 2013, \$200,000 is being allocated to fund culturally competent and linguistically appropriate services that assist in linking underserved minority populations into applicable Ryan White care services and the AIDS Drug Assistance Program (ADAP). The main focus of any funded program shall not be HIV counseling and testing activities, but the linkage of HIV positive individuals into care and treatment through innovative methods. The Center for Minority Health Services is specifically seeking organizations with the capacity to impact communities of color by initiating, modifying, or expanding educational and outreach services to address under and unmet needs in communities of color that are disproportionately impacted by the HIV/AIDS epidemic. This includes sub-populations such as women, youth, men of color who have sex with other men, the homeless, individuals recently released from correctional facilities, and persons with a dual diagnosis of chemical dependency. Organizations must demonstrate the capacity to work with one or more of these sub-populations.

Educational and outreach programs must emphasize early detection as well as treatment education. Clinics and providers should also develop an immediate and personal bridge from HIV testing to care. For example, on site eligibility staff at health clinics can assist clients in accessing care immediately following their receipt of HIV test results. Successful applicants should also consider thinking outside the traditional boundaries of medical care and offer comprehensive support services. Successful applicants are expected to view these funds as an integral component of ongoing efforts to improve access to care and health outcomes for Illinois' communities of color.

Funding may not be used for:

- The purchase of automobiles
- Outreach programs which have HIV prevention education as their exclusive purpose
- Broad scope awareness activities about HIV services that target the general public
- Syringe services programs inclusive of syringe exchange, access and disposal

Program Expectations

Successful applicants will:

- Develop and implement strategies to identify and link HIV positive members of Illinois' underserved minority populations with the AIDS Drug Assistance Program, and when appropriate, applicable Ryan White care services. HIV Counseling and testing shall not be the major focus of the funded program.
- Certify the enrollment of eligible minority individuals into the AIDS Drug Assistance program and other applicable Ryan White care services.
- Prepare and submit monthly narrative, activity, and expenditure reports, and attend two mandatory grantee meeting.
- By April 30, 2013, submit a final report that fully documents the program that has been implemented. The final report shall include a final program narrative discussing findings, limitations, and any recommendations from the program; unique barriers to providing services to minority individuals related to race, risk group, and geographical location; and successful strategies utilized.
- Collaborate with the Center for Minority Health Services Evaluation Team to document program data for formative, process, and outcome evaluation.

Applicant Requirements

- Key staff members shall have a minimum of two years of experience serving the target population.
- Organization shall have a minimum of two years of experience identifying HIV positive individuals and connecting them to medical care and treatment services.
- Organization shall have experience and documented proof of linkages with local HIV care and treatment facilities, clinics, or hospitals that are members of the Illinois HIV Care Consortia.
- Organization shall have a minimum of two linkage agreements with an agency that provides Illinois Department of Public Health approved HIV counseling and testing services.

Application and Submission Process

Application for funding is through the submission of a six page Illinois Department of Public Health Grant Application (Copy Attached) comprised of eight sections and a Budget Detail Template that requires cost justification in each of twelve categories. Please ensure that all instructions are followed and all required information is submitted. All sections of the application must be completed in their entirety.

Section 7 of the application shall include a detailed description of the proposed project to include objectives, outcomes, timeline, and a work plan describing when and how the objectives will be met. Objectives shall be specific, measurable, attainable/achievable, relevant, and time bound, and activities supporting attainment of objectives shall be described. The program plan shall demonstrate innovative or new efforts. Successful applicants shall identify how the proposed project relates to the Illinois Department of Public Health, Center for Minority Health Services Communities of Color Minority AIDS Initiative.

Program information contained within Section 7 must include, but is not limited to:

- Detailed description/information about the proposed project
- Expected outcomes
- Description of how outcomes will be measured
- List of goals to be accomplished during the grant period
- Proposed timeline
- Objectives by quarter with a list of tasks that will be implemented to accomplish the objectives. The organization shall specify how the objectives will be measured to determine successful completion.
- Detailed budget by line item and justification. (Copy Attached)

Application Review Criteria

All eligible applications will be evaluated by a Grant Evaluation Committee utilizing the following 100 points scale:

- Adherence to Application Protocol (20)
- Scope of Work – Annual Goals (15)
- Scope of Work – Quarterly Objectives (15)
- Scope of Work – Measurement Instruments (10)
- Scope of Work – Timeline (10)
- Scope of Work – Personnel Loading Chart (5)
- Budget Detail & Justification (20)
- Letters of Support (Maximum of three) (5)

Format

Applications must be typed using 12 point or larger font and must be single-spaced and one-sided. Margins may not be less than one inch on all sides.

Payment Methodology

Funds awarded to successful applicants will be provided on a monthly reimbursement basis. The grantee will document actual expenditures on a monthly basis and submit an Illinois Department of Public Health Reimbursement Certification Form accompanied by a monthly narrative, activity, and expenditure report to include appropriate supporting fiscal documentation. After review and approval of submitted reports and fiscal documentation, a voucher will be prepared and processed through the Office of the State Comptroller for payment. Reimbursement requests must be submitted monthly and the final reimbursement request must be received by the Illinois Department of Public Health Center for Minority Health Services no later than April 30, 2013.

Awards will be made at the completion of the Department's Grant Review Committee process. Submitting an application ensures that you will be in the pool of potential applicants considered for funding; it is not a guarantee of an award.