



Request for Application

Illinois HIV/AIDS
Communities of Color Initiative
Special At Risk Populations
Fiscal Year 2014

Illinois Department of Public Health
Center for Minority Health Services
535 West Jefferson, 5th Floor
Springfield, Illinois 62761
Phone: 217-785-4311
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Application due date is Friday, May 24, 2013
A technical assistance conference call will be held on
Tuesday, May 7, 2013, 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.

**All instructions must be followed as stated and all
sections must be completed.**

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 HIV/AIDS Communities of Color Initiative – Special At Risk Populations. The initiative is funded through State of Illinois general revenue funding, and funds HIV prevention, education, testing, and care programs targeting communities of color – specifically programs with the capacity to reach special at risk minority populations to include men who have sex with men, homeless, ex-offenders, sex workers, those with a history of mental illness or substance abuse, and other hard to reach populations. These specific efforts are necessary due to the unique problems that many of these individuals may face that places them at greater risk for HIV disease. Programs should be unique and culturally innovative and increase the Center for Minority Health Services' ability to address the complexities that make these populations more vulnerable.

Funding Opportunity Title: Illinois HIV/AIDS Communities of Color Initiative
Special At Risk Populations

Due Date for Application: Friday, May 24, 2013

Application Processing: One signed original and one photocopy of application to include budget forms and a signed W-9 must be mailed or hand delivered to the following address no later than **Friday, May 24, 2013, at 3:00 p.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.

Illinois Department of Public Health
Center for Minority Health Services
535 W. Jefferson, 5th Floor
Springfield, Illinois 62761
Attention: Doris Turner

Eligible Applicants: Eligible applicants include, but are not limited to, community-based organizations, non-profits, private associations, faith-based organizations, voluntary organizations, organizations serving youth, organizations serving ethnic populations, schools/school districts, local health departments, and collaboratives of government and community-based organizations. **Only organizations based in Illinois are eligible to compete for these funds. All applicants must inform their regional HIV prevention lead agency of their interest in participating in the Initiative and provide documentation with their application.**

Confirmation of the award and award amount must be provided to the lead agency upon selection with documentation of that notification provided to the Center for Minority Health Services.

Funding Amount: Grant Awards To Be Determined

Funding Period: July 1, 2013 through June 30, 2014

Background

The HIV and AIDS case rates among African Americans and Hispanics/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 were 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

The Illinois Department of Public Health Center for Minority Health Services is requesting proposals for HIV prevention, education, testing, and care programs targeting communities of color. The Center for Minority Health Services is specifically looking for organizations with the capacity to reach **special at-risk minority populations**. Special at risk population is defined as a sub group or sub population that is disenfranchised due to a social or psychological condition which predisposes them to be at risk for HIV disease. Consideration will be specifically given to programs targeting minority men who have sex with men, the homeless, ex-offenders, sex workers, transgender individuals, and those with a history of mental illness or substance abuse. These specific efforts are necessary due to the unique problems that many of these individuals may face that places them at greater risk for HIV disease. Programs should be unique and culturally innovative and increase the Center for Minority Health Services' ability to address the complexities that make these populations more vulnerable. These program characteristics should be carefully detailed within the application.

Successful applicants will have demonstrated their capacity in successfully providing services to their selected population and will also demonstrate experience in working collaboratively with entities that provide greatest access to the target population. Applicants who propose to target

specific risk groups within the selected special population that have shown recent increases in local HIV incidence data will be noted as demonstrated responsiveness based on the epidemiology of their proposed target area. Successful applicants should incorporate strategies that will increase the number of high risk individuals from the target population who test for HIV and return for their HIV test results, and that increase the number of HIV positive individuals from the target population who are linked into HIV/AIDS care and treatment services within forty-eight hours of their HIV diagnosis.

Successful applicants must implement interventions that are scalable, cost-effective and have demonstrated potential to reduce new infections in the target population to yield a major impact on the HIV epidemic. Agencies funded to conduct interventions must themselves conduct, collaborate with another agency, or have referral agreements in place to provide approved public health strategies to clients receiving the interventions. Public health strategies include counseling, testing, and referral services, comprehensive risk counseling services, sexually transmitted infection screenings and vaccinations, and partner services. These elements must be clearly stated and documented within the application.

Program Expectations

The overarching goals of the HIV/AIDS Communities of Color – Special At-Risk Populations Initiative are to:

- Increase culturally and linguistically competent holistic HIV counseling and testing efforts within identified minority special at risk populations that address not only an individual's HIV risk, but those societal issues and co-factors that increase the risk for HIV infection.
- Increase culturally and linguistically competent holistic HIV outreach and education efforts within identified minority special at-risk populations that address not only an individual's HIV risk, but those societal issues and co-factors that increase the risk for HIV infection.
- Decrease HIV risk behaviors within identified minority special at-risk populations through the utilization of culturally and linguistically competent holistic science based methods.

Successful Applicants Will

- Develop and implement culturally innovative strategies by utilizing unique ways of contacting and exposing individuals from the target population to interventions in both group and individual settings.
- Utilize Centers for Disease Control and Prevention Diffusion of Effective Behavioral Interventions (DEBIs), that are specifically designed for the proposed target population as defined by race, risk and geographic location. Applicant must also demonstrate an effective recruitment strategy.
- Collaborate with the Center for Minority Health Services Evaluation Team to document

data for formative, process and outcome evaluations for the HIV prevention programs developed by the grantee.

- Submit a monthly narrative, activity, and expenditure report in a timely manner by the 15th of each month and a detailed final report no later than July 30, 2014. Failure to submit reports as required will result in termination of grant funding.
- Attend all mandatory grantee meetings.

Applicant Requirements

- Key staff members must have a minimum of two years experience conducting Centers for Disease Control and Prevention HIV interventions with the proposed targeted HIV special at risk population and provide documentation of that experience with the application.
- Grantee organization and key staff members must demonstrate the capacity to successfully provide services to members of the proposed targeted HIV special at risk population.
- Grantee must have documented proof of appropriate linkage agreements, and an explanation as to how these collaborators will contribute to the overall accomplishment of project description and objectives.
- Key staff members must provide documentation of successful completion of training in any identified DEBI to be utilized.
- Grantee organization and key staff members must provide documentation of ability to provide HIV counseling and testing services if those services are a component of the application. Documentation should include proof of the completion of a Department of Public Health HIV/AIDS Section approved HIV course, or the completion of a Chicago Department of Public Health HIV/AIDS approved HIV course.

Scopes of Service

- Develop and implement SMART objectives related to HIV prevention, education, and outreach strategies to the proposed target population.
- Develop and implement SMART objectives related to HIV prevention, counseling and testing strategies to the proposed target population.
- Develop and implement SMART objectives related to Centers for Disease Control and Prevention Diffusion of Effective Behavioral Interventions (DEBIs) that are specifically designed for the proposed target population as defined by race, risk and geographic location.
- Develop a final report that will include, but not limited to:
 - Findings, limitations, and any recommendations from the program.
 - Specific information and presentation of process data.
 - Knowledge, attitudes and behaviors based on program implementation and the adaption of intervention utilized by grantee.

Application and Submission Process

Application for funding is through the submission of a six page Illinois Department of Public Health Grant comprised of eight sections and a Budget Detail Template that requires cost justification in each of the 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 Illinois HIV/AIDS Communities of Color 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 point scale.

- Adherence to application protocol (20 points)
- Scope of Work – Annual Goals (15)
- Scope of Work - Quarterly Goals (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 both 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 program activity, narrative, and expenditure reports, 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 July 30, 2014.

Funding for this grant program is contingent upon the final state budget. Awards will be made after the Department's Grant Review Committee process has been completed and upon notification of a signed state budget. 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.