
Quality of Life (QOL) Request for Applications (RFA) SFY2015 Announcements & Frequently Asked Questions (FAQs)

Announcements

***The Quality of Life RFA due date has been extended to February 21, 2014.**

**** An EGrAMS - Electronic Grants Administration & Management System Training will be held!**

Chicago: Friday, February 14, 2014

- 1st training session: 9:30 a.m. – 12 p.m. noon (Central Time)
- 2nd training session: 1:30 p.m. – 4 p.m. (Central Time)

Location: University of Illinois at Chicago School of Public Health (UIC-SPH)

1603 West Taylor Street

Room B-34 (Basement)

Chicago, Illinois 60612

CAPACITY: 31 for each training session

REGISTRATION LINKS:

<https://www.regonline.com/builder/site/Default.aspx?EventID=1474424>

<https://www.regonline.com/builder/site/Default.aspx?EventID=1474465>

Springfield: Tuesday, February 18, 2014

- 1st training: 9 a.m. – 11:30 a.m. (Central Time)
- 2nd training 1 p.m. – 3:30 p.m. (Central Time)

Location: Capital City Training Center

217-782-1086

130 West Mason Street

Springfield, Illinois 62702

CAPACITY: 20 for each training session

REGISTRATION LINKS:

<https://www.regonline.com/builder/site/Default.aspx?EventID=1474511>

<https://www.regonline.com/builder/site/Default.aspx?EventID=1474526>

TARGET AUDIENCE FOR EGrAMS TRAINING:

Agencies who wish to apply for Illinois Department of Public Health grants; potential applicants for 2014 Quality of Life and African-American AIDS Response Act funding opportunities; IDPH HIV Section staff who review grants

DUE TO LIMITED SPACE ONLY ONE PERSON PER AGENCY WILL BE ALLOWED TO REGISTER AND ATTEND. IF SPACE IS OPEN CLOSER TO THE TRAINING, THIS MAY BE WAIVED.

FAQs

1. **Question:** How does an agency go about applying for the Quality of Life Endowment funds with the use of a fiscal agent?

Answer: The following answer is a **CLARIFICATION** and **REVISION** to the original answer provided during the recent grant seeker public conference call. The answer below accurately describes the correct response.

Answer: Quality of Life has three specific agency size categories for making funding determinations, in addition to the content review of applications. Small agencies with documented annual, overall operating agency budgets of \$300,000 or less are prioritized to compete for 50 percent of available funds; midsize agencies (\$300,001 - \$700,000); compete for 25 percent of available funds; large agencies (\$700,001 or more), compete for the remaining 25 percent of available funds.

The agency that submits the application will be considered the grant applicant and its overall budget will determine the funding determination category. The grant applicant is the entity seeking to enter into a legal grant relationship with the Department. Thus, if a larger agency submits an application on behalf of a smaller agency, it will be the larger agency, not the smaller agency, whose budget will be considered for the funding category. The size of the entity submitting the grant application is the controlling funding category factor.

Smaller applicants wishing to contract with a larger agency for the purpose of a fiscal agent relationship may want to consider naming the larger fiscal agent as a contractor in the project budget. If an applicant names a fiscal agent as a contractor in the budget, a justification explaining the role and duties that fiscal agency will perform must accompany the application. In summary, in order for all applicants that are contracted with a fiscal agency to be considered in the appropriate category for funding decision-making as described, the smaller agency, not the fiscal agency, must be the applicant that officially submits the proposal request for funding.

- a. Each applicant is required to submit two budgets: 1) the Agency Overall Operating Budget and 2) the Project Budget.
 - b. An agency applying on its behalf should submit its Agency Overall Operating Budget along with the proposed grant Project Budget.
 - c. Corresponding paperwork (i.e., 501c3 etc.) should reflect the applying agency.
2. **Question:** Is a list of participants from the first call available to the public?
- Answer:** No, that information will not be made available to applicants.
3. **Question:** When will the QOL grant application go up live on EGrAMS?

Answer: It is currently live on the website: <http://www.idph.state.il.us/fundop.htm>

4. **Question:** What type of HIV screening test will be supplied to agencies funded for HIV counseling and testing?

Answer: Agencies may order OraQuick, Clearview, and Orasure testing kits from IDPH for HIV counseling and testing.

5. **Question:** In Section 7B, Question 7 does not make sense: “Describe how you will within the proposed project, please explain:”

Answer: The question should read, “Describe how you will ensure that the project is culturally and developmentally appropriate to the target population within the proposed project.”

6. **Question:** Do you have a list of what other programs are currently funded for what services and populations in what geographic areas? This would be helpful so we don’t duplicate services with what we’re proposing and so we can make sure our collaborations are most strategic.

Answers: Numerous independent grantors fund Illinois HIV prevention programs under grants with varying project periods. No comprehensive list has been compiled of the HIV prevention scopes of services for Illinois agencies.

To avoid local service duplication, QOL applicants should conduct some community discovery prior to developing their applications. This could include conversations with local prioritized population members/gatekeepers and investigations of potential service sites or engagement strategies. Should these investigations reveal another provider is already adequately serving the intended population with a given intervention, then applicants may opt to offer a different intervention, reach out to a different social network, or deliver service in a different geographical area.

7. **Question:** Do you have data about the geography of the service units?

Answer: Per the QOL legislation, QOL service units are allocated according to recent Illinois HIV incidence by risk populations, not by geographical location. QOL applicants may deliver their services anywhere within the state of Illinois boundaries.

8. **Question:** Are there different unit costs for different interventions? For example, for GPS, what is the unit cost? For testing, it’s \$200 maximum, right? For POL, what would the unit/cost be?

Answer: Use a unit cost of \$200 per delivered person-session for interventions involving a personal client-provider interaction with one or more clients, involving risk disclosure by the client(s), and a behavioral or biomedical risk reduction intervention by the provider.

Note the caveats on Page 3 of the Intervention Guidance. “Outreach is considered a recruitment strategy for interventions and not a stand-alone intervention. It will not be funded as an individual intervention. Condom distribution is an expected feature of all interventions and is not a stand-alone intervention. It will not be funded as an individual intervention.” A quick “outreach encounter,” which involves simply handing a client literature or risk reduction tools or to deliver a one-way impersonal risk reduction message (lacking client risk disclosure or individualized counseling address than individual vulnerability), will not constitute a billable service unit. The service unit cost should be sufficient to cover these recruitment activity costs.

For an individual level intervention, one session between a provider and a client is one person-session or service unit.

For a Group Level Intervention, one session between a provider and six clients is equal to six person-sessions or service units.

In a Community Level Intervention (such the P.O.L intervention), one **training** session or **follow-up activity monitoring** session between a provider and 15 peers who will deliver informal prevention messages constitutes 15 service units. In a Community Level Intervention, the informal peer-to-peer conversations or outreach material deliveries that involve no formal risk assessments will not constitute billable service units.

9. **Question:** Can you clarify whether the QOL grant is flat funded or fee-for-service?

Answer: SFY2015 QOL reimbursement is strictly program cost reimbursement with no fee for service component.

10. **Question:** Can you define the difference between “available service units” and “requested service units?”

Answer: The available service units should be filled in from the table in the Grant Guidance showing the total number of service units available for each target population. Grantees should ensure their request of service units for a given target population does not exceed the total number of units available for that population.

11. **Question:** The CLIA Waiver and Physician Standing Order are requested to be uploaded in two different sections. Should it be uploaded in each section EGrAMS?

Answer: The CLIA waiver and PSO should be attached under the section titled CLIA waiver and physician standing order. The links to this section are outlined below:
Scope of Work -> Project Description -> Interventions -> Description for HIV Counseling -> CLIA waiver and physician standing order

12. If we choose “Treatment Engagement and Adherence Services for PWHIV” as an intervention, then the project will need to specify scopes?

Answer: Yes

13. **Question:** Under Scope of Work, #13 asks for quarterly objectives, activities, and to specify the quarter, and then under Work Plan, the online application asks for objectives and activities again. What is the difference?

Answer: Quarterly objectives are broad and specific to the entire quarter. Objectives and activities are more specific and the activities are directly related to completing the objectives.

14. **Question:** In Section 7A Organizational Capacity & Experience, item F is a chart displaying recent grants. Last year, this chart was in section 7B. Will it be counted as part of the four-page limit for 7A?

Answer: With the new electronic system the sections have character limits, not page limits.

15. **Question:** Is an agency audit required?

Answer: Yes, for agencies with an annual operating budget more than \$300,000. Please upload the applicant agency's last audit in the section labeled "Miscellaneous" under additional information.

16. **Question:** Is the Work Plan required as part of the QOL application?

Answer: Yes

17. **Question:** Where do I upload the applicant agency's 990 Form?

Answer: Under the Miscellaneous section, additional information.

18. **Question:** Is Internet Risk Reduction Counseling a stand-alone intervention?

Answer: Yes