

Request for Proposal (RFP)

Ending the HIV Epidemic (EHE)

January 1, 2022 – July 31, 2022

Continuation Funding

Grant Cycle

**Application Due Date: November 19, 2021
12:00 P.M. CDT**

Please direct all questions to:

Niki Easley, MPA, Director
United Way of Greater Nashville
615-780-2427

Email: Niki.Easley@unitedwaygn.org

Or

Mia L. Sharp, Ed. D., Associate Director
United Way of Greater Nashville
615-780-2445

Email: Mia.Sharp@unitedwaygn.org



Ending the HIV Epidemic Shelby County Request for Proposal

The Tennessee Department of Health (TDH) has announced the availability of \$963,500 in federal Ending the HIV Epidemic (EHE) funding for Shelby County agencies to develop and implement innovative approaches to ending the HIV epidemic. The purpose of this Request for Proposals (RFP) is to support the implementation of [End HIV 901 plan](#) activities focused on the four key pillars of the national EHE framework (diagnose, treat, prevent, and respond). This contract period is initially for one year with possible continuation for two and a half additional years based on performance, availability of funding, and relevance to the living End HIV 901 plan.

Program Background

The U.S. Department of Health and Human Services (HHS) launched the Ending the HIV Epidemic Initiative in 2019. The initiative aims to reduce new HIV diagnoses in the U.S. by at least 90% by 2030 by scaling up key HIV prevention and treatment strategies.

Innovative, community-driven solutions to leverage scientific advances in HIV prevention, diagnosis, treatment, and outbreak response are at the heart of EHE. The initiative is also working to address racial, ethnic, and geographic disparities that have contributed to HIV prevention gaps for far too long.

EHE's comprehensive approach focuses resources where they are needed most and strives to meet people where they are with the services they need. Shelby County is one of 57 priority jurisdictions across the country. Each jurisdiction was tasked with creating a plan to end the HIV epidemic within their area. Memphis' plan is entitled End HIV 901. The overarching goal of the End HIV 901 plan is to help eliminate the HIV epidemic by addressing gaps and barriers to care in HIV services and focus on communities disproportionately affected by HIV. The End HIV 901 plan includes efforts to engage non-traditional partners, break down silos, support peer advocacy, decrease barriers with the faith-based community, address social determinants of health, and support disruptive innovations as an approach to reducing HIV transmissions. To access the End HIV 901 plan, click [here](#) or please visit: [End-HIV-901-Plan-Presentation-Final-for-web-12-30.pdf \(endhiv901.org\)](#)

The Four EHE Pillars:

1. **Diagnose:** To diagnose all people with HIV as early as possible by 2030.

Strategy: To work with federal, state, and local organizations to increase testing capacity and to ensure that HIV testing in healthcare facilities and prioritized HIV testing for populations that are most behaviorally vulnerable.

- Increase routine opt-out HIV screenings in healthcare and other institutional settings;
- Increase local availability of and accessibility to HIV testing services;
- Increase HIV screening and re-screening among persons most susceptible to HIV;
- Increase knowledge of HIV status; and
- Reduce new HIV diagnoses.

2. **Treat:** To treat people with HIV rapidly and effectively to reach sustained viral suppression.

Strategy: To treat people living with HIV rapidly to obtain and achieve viral load suppression to maintain better health outcomes and reduce new HIV diagnoses.

- Increase rapid linkage to HIV medical care;
- Increase early initiation of anti-retroviral therapy;
- Increase immediate re-engagement to HIV prevention and treatment services for people with HIV (PWH) who have disengaged from care;
- Increase receipt of HIV medical care among persons with HIV; and
- Increase viral suppression among PWH.

3. **Prevent:** Prevent new HIV transmissions by using proven interventions, including pre-exposure prophylaxis (PrEP), And syringe services programs (SSPs).

Strategy: To increase education, access and usage of PrEP and SSPs to prevent HIV.

- Increased screening for pre-exposure prophylaxis (PrEP) indications among HIV-negative clients;
- Increased referral and rapid linkage of persons with indications for PrEP;
- Increased access to syringe services programs (SSPs);
- Increased PrEP prescriptions among persons with indications for PrEP;
- Increased knowledge about the evidence-base of SSPs in communities; and
- Increased quality of evidence based SSP service delivery.

4. **Respond:** Respond quickly to potential HIV outbreaks to get critical prevention and treatment services to people who need them.

Strategy: To ensure the HIV community has epidemiological data to identify, investigate and respond to HIV community clusters.

- Increased health department and community engagement for cluster detection and response;
- Improved surveillance data for real-time cluster detection and response;
- Improved policies and funding mechanisms to respond to and contain HIV clusters and outbreaks; and
- Improved response to HIV transmission clusters and outbreaks.

Program Funding

United Way of Greater Nashville (UWGN) has been competitively chosen by TDH to solicit grant proposals and serve as the lead agency for provision and oversight of the community-based organization activities funded for EHE implementation in Shelby County. United Way intends to award an average of \$96,000 per year, per agency, for a period of forty-two (42) months with an expected effective period from January 1, 2022 to July 31, 2025. Grant The funding provided through this RFP is contingent upon the availability of funds. This funding opportunity is limited to non-profit community-based and healthcare organizations that currently are located and will provide services in Shelby County. Fiscal sponsorships and strategic partnerships are allowed.

A strong application will be End HIV 901 plan-driven and clearly identify communities disproportionately affected by HIV to be served by proposed activities. In collaboration with partners and appropriate sectors of the community, applicants should consider social determinants of health in the development, implementation, and evaluation of program specific efforts and use culturally appropriate interventions that are tailored to the communities for which they are intended.

Proposed strategies should be designed to:

- expand upon existing evidence-based, comprehensive HIV programs or to start-up innovative activities to address unmet needs and existing gaps in services;
- execute one or more activities defined in the End HIV 901 plan;
- address one or more EHE pillars (diagnose, treat, prevent, respond);
- include a plan to engage the community in the design and implementation; AND
- be routinely monitored and evaluated by defining and measuring key performance outcomes in the applicant evaluation plan.

Other proposal elements that are encouraged, but are not required, include:

- Promotional plan that corresponds to the proposed activities presented in the application
- Formal partnership to integrate HIV services within one or more community-based organizations that do not traditionally offer HIV services

The Request for Proposal Process

The RFP process begins the third week of October 2021, with the release of the RFP on October 15th. Following the RFP release, UWGN will hold a mandatory pre-bidders webinar for prospective grantees on Thursday, October 20th at 10:00am CDT.

Any agency that intends to apply for EHE funding must attend the pre-bidder's webinar on Thursday, October 20th. If you are unable to attend the pre-bidder's conference due to an emergency, promptly email Niki Easley or Mia Sharp. During the webinar, each attending agency representative will obtain all the information necessary for creating their proposals and have a chance to formulate questions. After the pre-bidder's webinar, agencies have one week to submit questions to UWGN via email. UWGN will work with TDH to answer all questions, in writing, in a timely manner. All questions and their written answers will be made available to all applicants.

Proposals for this grant cycle are due Friday, November 19, at 12:00 P.M. Central Daylight Time (CDT). **Late proposals will not be considered.** Please submit One (1) electronic Appendices PDF and One (1) electronic proposal via electronic to:

Niki Easley, MPA - Director
United Way of Metropolitan Nashville
Niki.easley@unitedwaygn.org
615-780-2427

or

Mia Sharp, Ed.D. – Associate Director
United Way of Metropolitan Nashville
Mia.sharp@unitedwaygn.org
615-780-2445

Facsimile copies will not be accepted.

Once proposals are received, UWGN will review each proposal for eligibility and completeness. If the proposal has been properly submitted, the application will be forwarded to an Independent Review Panel (IRP) for scoring and award recommendations. The members of this committee cannot be affiliated with any agency requesting funds.

The award recommendations are submitted to the Director of HIV Prevention and EHE Program Coordinator at the Tennessee Department of Health for final approval. The TDH HIV Prevention program has final approval authority over all recommended funding contracts. If approved, those agencies selected will receive funding for the 2022 grant year.

Eligible EHE Activities

Applicant organizations must propose EHE activities that address at least one of the following EHE pillars.

1. **Diagnose all people with HIV as early as possible.** Proposed projects can include but are not limited to: partner with Federally Qualified Health Centers (FQHCs) to offer HIV testing as a standard of care, partner with healthcare-contracted agencies providing school-based clinical care to offer opt-out HIV testing to students, host annual citywide “Testing Day” activities.
2. **Treat people with HIV rapidly and effectively to reach sustained viral suppression.** Proposed projects can include, but are not limited to: utilize telehealth for services, create a position for a housing navigator, increase transportation options (Uber/Lyft cards, gas cards, mobile van) for participation in social support groups, committees and medical care around the city, text message reminders for appointments, offer flexible clinic hours, offer providers competency training on trauma informed care, build network of mental health providers, including those who can provide free care.
3. **Prevent new HIV transmissions by using proven interventions, including PrEP, PEP and SSPs.** Proposed projects can include but are not limited to: PrEP navigation for underserved populations (Latinx, African American women, persons who inject drugs

(PWID)), expansion or startup of syringe services (ideally with a focus on PWID of color), implement Anti-Retroviral Treatment and Access to Services (ARTAS) training for PrEP navigators, offer more inclusive PrEP education for populations with low uptake, invite agencies to “Lunch and Learn” programs, work with local providers/hospitals to develop PEP protocols, increase public knowledge around PEP, build in-house capacity to offer PEP services, host drop-in health fairs.

For each proposed activity, the agency must list which activity from the End HIV 901 plan corresponds with their proposed efforts. Activities can be tailored for specific agency needs. For more activities, visit the [End HIV 901 plan](#).

Funding Guidelines

Grant funds for the 2022 calendar year are available on a competitive basis to support EHE activities. No assumptions can be made that funding from UWGN or TDH will be available for programs and projects in subsequent years. The funding years are as follow:

Fiscal Year 1: January 1, 2022- July 31, 2022

Fiscal Year 2: August 1, 2022 - July 31, 2023

Fiscal Year 3: August 1, 2023 - July 31, 2024

Fiscal Year 4: August 1, 2023 - July 31, 2025

Note: The funding amount available is \$963,500; actual funding amounts will be determined when the final notice of grant award is received.

Specific allowable uses of the funds are:

- Staff salaries/Benefits
- In/Out of State Travel (*all out of state travel must have prior approval from UWGN/TDH*)
- Equipment
- Supplies
- Communications
- Client/Patient Travel Vouchers (gas cards/rideshare vouchers)
- Health Education Materials
- Online Presence (social media, website, app, etc.)
- Printing
- Telephone
- Occupancy
- Postage/Shipping
- Administration/Indirect (no more than 10% of total program cost requested)
- Gift card incentives may be allowable per TDH discretion

No funds can be used to make cash payments to intended recipients of services (i.e., clients) and cannot be used to fund for-profit service providers.

Collaborative Submission:

If sub-recipient is not a 501©3 organization, they are required to submit a collaborative proposal with a provider who will be acting as the fiduciary agent. The grant proposal must identify the different roles and responsibility of each entity such as program implementation and fiscal responsibilities.

2021 EHE HIV RFP Application Timeline

October 15th	RFP released
October 20 th	10:00 am CDT MANDATORY Pre-bidder’s Webinar Conference <i>If you are unable to attend the pre-bidder’s conference due to an emergency, promptly email Niki Easley or Mia Sharp.</i>
October 22nd	12:00 pm CDT Letter of Intent is due
October 26th	12:00 pm CDT Deadline for written questions <i>All written questions must be submitted to UWGN via e-mail</i>
November 1st	Responses to written questions will be provided by this date
November 19 th	12:00 pm CDT Grant Proposals due to UWGN <i>Late and/or incomplete RFPs will not be considered.</i>
November 30th	Agency Interviews
December 1st	Agency Interviews
December 2nd	Grant Recommendation Meeting <i>Independent Review Panel will meet to review proposals and make funding recommendations to the TDH HIV/STD/Viral Hepatitis Section</i>
December 3 rd	Funding recommendations submitted to TDH
December 13 th	TDH reviews and approves funding recommendations
December 15 th	EHE 2021 Funding Awards Announcement
December 16 th	EHE Contracts sent to Providers

Application Format

The following format must be used to develop your proposal. Please address each required element and adhere to the format outlined in this section. Please pay special attention to page limits for each component of the proposal. Page limits must be adhered to strictly, any pages beyond the stated limits will not be reviewed.

Project Abstract:

Page limit: One page, single spaced, Times New Roman 12 point, 1-inch margins.

The abstract must contain a summary of the proposed activities suitable for dissemination to the public. It should include a statement about the pillar/pillars and End HIV 901 activity/activities under which the applicant is applying (Diagnose, Treat, and/or Prevent).

It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. It should be informative to other persons working in the same or related fields and insofar as possible understandable to a technically literate lay reader.

Project Narrative:

Page limit: 10 pages in total, double spaced, Times New Roman, 12 points, 1-inch margins, number all pages.

The project narrative should consist of three sections:

- Objectives
- Methods
- Evaluation

The project narrative should address activities to be conducted over the 12-month grant period and must include a plan to engage the community in the design and implementation phase along with the following items in the order listed below:

OBJECTIVES (35 points)

State objectives that address one or more EHE pillar(s). Proposals that commit to hiring within the community being served will be prioritized. Please describe how the proposed approach will enhance existing HIV services that the applying agency and/or partnering agencies will provide locally. Specifically:

- Identify the pillar/pillars and activity/activities from the End HIV 901 plan on which you plan to focus your activities.
- Identify the populations you wish to prioritize, supported by local epidemiologic and/or programmatic data
- Describe how the proposed approach builds upon foundational services within your agency or with a partnering agency
- Describe how the proposed service expands or enhances existing HIV services/efforts

- Propose novel approaches that will significantly reduce the prioritized community's behavioral vulnerability for HIV or how it will lead to higher rates of viral suppression among those who are living with HIV
- Present S.M.A.R.T. (specific, measurable, achievable, realistic, time-phased) objectives
- Include a local promotional plan to support the proposed activity(ies)
- Include a status neutral plan for linkage regardless of status

METHODS (40 points)

Please describe how proposed objectives will be carried out, specifically:

- the program activities your application intends to implement
- how proposed activities will lead to one or more of the overarching goals of End HIV 901 plan
- which social determinants of health will be addressed
- how health disparities and health equity will be addressed
- any examples of best practices of novel approaches or structural interventions on which your proposed services are based
- history of successful engagement and with the priority community
- existing formalized relationships or plans to formalize relationships with non-traditional partners
- plan for participating in local and state HIV planning bodies
- plan for ongoing community engagement with the community the proposed activities are looking to serve
- referrals to prevention, care, and support services as needed
- how process outcomes will lead to final outcomes

EVALUATION (25 points)

Describe an evaluation plan that will illustrate if objectives were met and if programming was effective, including

- Identify the goals and objectives for the project to establish how the project shall impact the priority population.
- Identify the performance indicators to be used to measure the project's success.
- Identify the data sources to be used to capture both benchmark and periodic outcome measures.
- Identify any potential barriers to the project's success and describe how your agency shall address each anticipated barrier.

Budget & Budget Narrative

The proposal must contain all information pertaining to cost based on a line-item budget. The funding mechanism for all projects will be through a contractual arrangement with the lead agency. Please indicate your need for in-kind items within your proposal narrative. These items do not need to be included in your budgets. TDH may be able to provide in-kind items such as HIV test kits, condoms, and personal protective equipment (PPE).

Actual funding will begin upon final approval, at the beginning of the grant cycle beginning January 1, 2022 and ending July 31, 2022.

Budget(s) will be evaluated but not scored.

Please note: Two budgets must be submitted based on a twelve (12) and seven (7) month grant year.

- ❑ Applicant MUST submit two budgets (**attachment A**) for EACH proposed activity.
- ❑ Applicants MUST also submit two budget narratives with the budget, explaining the rationale for all proposed line-item expenses (**attachment B**).
- ❑ Position descriptions should be provided with the expected qualification for each position listed on the Salaried Detail Form. Resumes of current staff should be included as an attachment and should not exceed three pages per resume.
- ❑ Include percentage of time an employee's salary is to be charged for the proposed contract. If other sources of funding will be used to conduct this project, please include the funding in the budget category – Contractor Participation. A narrative description of how dollars will be used must be provided for each line item completed. Identify the other sources of funding in the budget narrative.

Note: If you are unsure in which category an item should be listed, you may list the item at the bottom of the form or add the item to the one that most closely relates, adding detail in line-item description.

- ❑ Given the limited amount of available funding and the nature of these applications, priority will be given to applications that minimize indirect costs

Application Requirements and Eligibility Criteria

Eligibility Criteria

REQUIREMENT 1: In order to be eligible for funding, applicant organizations must meet these basic criteria:

- ❑ Must be a not-for-profit organization as certified by the IRS as a 501 (c) 3 corporation that is governed by a volunteer board of directors and provide needed services as identified in the funding priorities section of this document.
- ❑ If use of a subcontractor(s) is proposed, a statement from each subcontractor shall be appended to the RFP signed by an individual authorized to legally bind the subcontractor and stating:
 - ❑ The scope of the work to be performed by the subcontractor;
 - ❑ The subcontractor's capability and willingness to perform the work indicated
- ❑ Must be located in and provide services to the counties within Shelby County.
- ❑ Must demonstrate sound financial and program management.
- ❑ The following information is required for all applicant agencies that respond to the RFP. One copy of each document must be submitted as part of the application process:
 - Documentation of incorporation and exemption from Federal Income Tax under Section 501 (c) of the Internal Revenue Service Code. If an organization does not have its own tax-exempt letter, it should attach a copy of the IRS tax-exemption determination letter of the agency, which will act as fiscal agent for the project, and a signed letter of agreement between the agency and the fiscal agency describing how the funds will be handled should a grant be awarded.
 - Current copy of Charter and By-laws
 - Current Board of Directors listing with their terms of service (also include contact information for the board chair/president)
 - Copy of most recent annual independent audit (for agencies with annual gross revenues greater than \$750,000). Copy of most recent certified independent financial review (*for agencies with annual gross revenues greater than \$500,000 up to \$749,999*) Copy of most recent IRS Form 990 (for agencies with annual gross revenues less of \$449,000 or less).
 - Proof of General Liability Insurance
 - Personnel policy indicating nondiscriminatory practices
 - Copies of Licensure or Accreditation (if applicable)

- Copies of any Sub-contracts (if applicable)

REQUIREMENT 2: Each funded agency agrees to cooperate in the monitoring process and meet reporting requirements stated in the contract

REQUIREMENT 3: Each funded agency agrees to comply with all applicable state and local government regulations governing nonprofit organizations

REQUIREMENT 4: Review the guidelines to determine if your organization is eligible to compete for funding

REQUIREMENT 5: Submit one (1) electronic Appendices PDF and One (1) electronic proposal PDF by **12:00 pm CDT on November 19 to:**

Niki Easley, MPA - Director
United Way of Metropolitan Nashville
Niki.easley@unitedwaygn.org
615-780-2427

or

Mia Sharp, Ed.D. – Associate Director
United Way of Metropolitan Nashville
Mia.sharp@unitedwaygn.org
615-780-2445

Facsimile copies will not be accepted.

REQUIREMENT 6: It is the sole responsibility of the proposing organization to ensure that its proposal is delivered at the date, time and place specified in the RFP. Any proposal received contrary to this requirement will be returned to the proposing organization unopened. (**A late proposal will not be opened or evaluated.**) Applications not written according to specifications described in this Guidance will not be considered.

REQUIREMENT 7: Applicants will be notified in writing if their proposal is rejected prior to being reviewed by the *Independent Review Panel*

REQUIREMENT 8: Proposals must be prepared according to the following guidelines:

- ❑ Cover page must include the name of the organization, address, mailing address (if different), telephone number, and contact person with title, amount of request, target audience, and proposed programs.
- ❑ A Table of Contents must be included
- ❑ Application Checklist (**Attachment C**)
- ❑ The **Abstract** is limited to 1 page.
- ❑ The **Program Narrative** is limited to 10 pages.
 - **Objective Section**
 - **Method Section**
 - **Evaluation Section**

- ❑ **Budget and Budget Narrative forms** (Two budgets must be submitted based on a twelve (12) and seven (7) month grant year)
- ❑ **Résumés** must be limited to three pages per person
- ❑ Signed Letter of Assurance (**Attachment D**)
- ❑ **Letters of support** must be limited to 2 pages total per program.
- ❑ Memorandum of Understanding (if applicable)
- ❑ **Appendices** shall be limited to 5 pages per proposed program, including bibliography, program materials, etc.

Proposal Format Requirements:

- ❑ The overall body of the narrative must be double spaced, excluding the cover page, table of contents, budget, and appendices.
- ❑ Typewritten in 12-point size font on 8½ x 11 unruled white paper with a 1” margin.
- ❑ Electronic PDF copy
- ❑ Include RFP Question in proposal
- ❑ All pages (including appendices) must be numbered.

Requests for Clarifications

All proposals properly submitted shall be accepted for evaluation. UWGN reserves the right to request clarifications or corrections to proposals (in writing or oral), reject any proposal received, cancel or withdraw this RFP according to the best interests of the lead agency, IRP, and TDH. Request for clarification or correction shall not allow the proposing organization to alter its technical proposal or price contained in the cost proposal. Proposing organization’s responses to the request for clarifications or corrections shall be in writing and signed by an individual authorized by the proposing organization. Written responses shall be received by UWGN pursuant to time frames set forth in the request for clarification or corrections.

Review Criteria

The lead agent will review all submitted grant proposals to ensure adherence to guidelines. The Independent Review Panel will review all accepted proposals and make recommendations to UWGN and TDH.

During the review process, each proposal will be assigned at least two reviewers.

The IRP will take the following criteria into consideration when reviewing the proposals:

The Applicant Organization:

- ❑ Has a mission that is compatible with the proposed project
- ❑ Has capacity for sound financial and program management
- ❑ Has capacity to carry out the proposed project
- ❑ For prior TDH grantees, previous reports from site visits will be reviewed. Success in achieving objectives will be evaluated

The Proposed Project:

- ❑ Addresses a service gap and/or underserved population
- ❑ Is cost efficient with a reasonable budget
- ❑ Is well planned with defined goals objectives, and evaluation measures
- ❑ Has an appropriate rationale for methodology and approach to be used
- ❑ Accurately uses specific data and/or evidence that supports the need for the program

Review and Selection Process

Proposals are reviewed and scored by the IRP. The Lead Agent also checks each proposal to ensure eligibility. Finally, each reviewer's score and the committee's recommendations for funding are submitted to the TDH Prevention Program.

TDH has final approval over the recommendations. If approved, those agencies recommended will receive funding for the following year.

Amendment and Withdrawal

A proposal may be withdrawn prior to the initial review of the IRP by submitting a written request for its withdrawal to UWGN, signed by the Executive Director and Board Chair and mailed to the lead agency Representative.

Amendments, revisions, or alterations to proposals will not be accepted after the proposal due date, unless requested by *Independent Review Panel* or UWGN.

Incurring cost

All costs incurred by the proposing organization in preparing the proposals shall be the expense of the proposing organization.

Appeals Process

Applicants may appeal the RFP process but may not appeal funding outcomes. The Applicant must provide sufficient justification for the appeal. All appeals must be submitted in writing within 10 business days of receiving written notification of the funding decision. **(Appendix 2). Please remember that your agency may contact the Lead Agent for feedback on your proposal.**

Subcontract

Your organization will be asked to sign a contract, which will contain legal grant terms and specific conditions your organization must adhere to in accepting a grant award.

Agencies must submit their proposed subcontract to the lead agent, and it must include the scope of work to be provided, as well as goals, objectives and outcomes.

All signed subcontracts must be approved, signed and a final copy received at the State of Tennessee, Department of Health by January 1, 2022. If a subcontract is delayed, for any reason, the State of

Tennessee has determined that funds from the grant can be used to pay for services or salaries retroactively. The State also reserves the right to withhold any and all portions of EHE funds if any subcontractor has excessive delays in submitting the subcontract budget and scope of services.

Disbursement of Funds

The fiscal funding year is from January 1, 2022 – July 31, 2022. No funds remaining from this grant period will be carried over into the next grant year. All funds must be expended by July 31, 2022. Future applications for grant funds will be based on availability of federal funds. Grant payments will be made on a monthly basis (Reimbursement/Invoice Form- **Attachment E**). If you have any questions regarding the section, please contact Niki Easley at Niki.Easley@unitedwaygn.org or Mia Sharp at Mia.sharp@unitedwaygn.org. Pending the *Independent Review Panel* recommendations and TDH's final decision, budget and scope of services may need to be revised.

Reporting Requirements

All agencies that are awarded EHE funds will be required to submit reports according to the State requirements as stated in the contract.

- ❑ Program evaluation and site visits: The State of Tennessee will conduct at least one site visit during the grant cycle to perform an evaluation of your agency and EHE programming. The Lead Agent will conduct additional evaluations to monitor program progress and to audit financial records. If you have questions regarding fiscal monitoring, please contact Niki Easley at Niki.Easley@unitedwaygn.org or Mia Sharp at Mia.Sharp@unitedwaygn.org . All agencies must make arrangements to ensure staff availability to participate in the site visit and to answer any questions.

Publicity

Each agency must submit to UWGN, prior to release, copies of any proposed promotion of, or publicity pertaining to these funds. Care should be taken to indicate the source of EHE funding (i.e., Federal funds through CDC as provided in Tennessee through the Department of Health). The IRP and TDH will review the publicity, and both reserve the right to modify or withdraw said publicity. This does NOT include public announcements regarding regular or special meetings.

Attachment F: United Way of Greater Nashville Proposal Cover Sheet

Agency Name: _____
 Address, city, state, zip: _____
 Telephone: _____ Fax: _____ Email: _____
 Executive Director: _____ Telephone: _____ Email: _____
 Program Contact Person: _____ Title: _____
 Telephone: _____ Fax: _____ EIN Number: _____

Grant Request

Proposed Activity(s): _____
 Funds requested from EHE: \$ _____

Other sources of total budget funding (public and private) for this program:

Source _____ \$ _____
 Source _____ \$ _____
 Total other sources \$ _____

Total Budget for Proposed activity area for which applying: \$ _____

Proposed Activity(s)/Program components

Priority Population(s)	Activity Name	EHE Pillar	Funding Request

APPROVAL OF BOARD CHAIR AND EXECUTIVE DIRECTOR

We approve submission of this grant request to United Way of Greater Nashville. We have read and agree to comply with the RFP requirements, including attachments, and agree to participate in the grant review process established by United Way of Greater Nashville. We understand that the signatures of both individuals certify the approval of the Board of Directors.

 Executive Director Date

 Board Chair Date

Attachment C: 2022 EHE Proposal CHECKLIST

Submit one (1) electronic Appendices PDF and One (1) electronic proposal PDF by 12:00 pm CDT:
United Way of Metropolitan Nashville by 12 pm CDT on November 19, 2021

Proposals that do not adhere to the checklist and eligibility requirements will not be scored.

Each Request for Proposal must include the following:

- Cover Sheet with contractor information
- Table of Contents
- Application Checklist
- Signed Letter of Assurances
- Abstract
- Proposal Narratives
- Budget Forms
- Appendices
 - Copies of surveys and other evaluation tools.
 - Letters of Support (if applicable)
 - Memorandums of Understanding between your agency and other agencies with which you work/collaborate (if applicable)
 - Résumés and/or job descriptions for all EHE funded positions
 - Documentation of incorporation and exemption from Federal Income Tax under Section 501 (c) 3 of the Internal Revenue Service Code.
 - If use of a subcontractor(s) is proposed, a statement from each subcontractor shall be appended to the RFP signed by an individual authorized to legally bind the subcontractor and stating:
 - The scope of the work to be performed by the subcontractor;
 - The subcontractor's capability and willingness to perform the work indicated
 - Current copy of Charter and By-laws
 - Current Board of Directors listing with their terms of service (also include contact information for the board chair/president)
 - Proof of General Liability Insurance
 - Copies of agency policies governing client grievance and confidentiality, as well as safety if available
 - Personnel policy indicating nondiscriminatory practices
 - Copy of Licensure or Accreditation (if applicable).
 - Copy of any subcontracts (if applicable)
- Copy of most recent annual independent audit (*for agencies with annual gross revenues greater than \$750,000*)

OR

- Copy of most recent certified independent financial review (*for agencies with annual gross revenues greater than \$500,000 up to \$749,999*)

OR

- Copy of most recent IRS Form 990 (*for agencies with annual gross revenues less than \$499,000*)

Attachment G: SAMPLE Proposal Budget Form

ASO of Anytown, TN		Budget Author and Contact Information		
Proposed Budget for EHE Pillar				
APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning January 1, 2022 and ending December 31, 2022.				
Policy 03 Object Line-Item Ref.	Expense Object Line- Item Category ¹ <small>(applicable detail schedule(s) attached)</small>	Grant Contract	Grantee Participation	Total Project Cost
1	Salaries ²	\$0.00	\$0.00	\$0.00
2	Benefits & Taxes	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee/ Grant & Award ²	\$0.00	\$0.00	\$0.00
5	Supplies	\$0.00	\$0.00	\$0.00
6	Telephone	\$0.00	\$0.00	\$0.00
7	Postage & Shipping	\$0.00	\$0.00	\$0.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
10	Printing, Publications, Social Media	\$0.00	\$0.00	\$0.00
11, 12	Travel/ Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ₂	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost (10% Direct Cost)	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$0.00	\$0.00	\$0.00
¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A. (posted on the Internet at: http://www.tn.gov/finance/act/documents/policy3.pdf).				
² Applicable detail follows this page if line-item is funded.				

Attachment B: SAMPLE Proposal Narrative
EHE Pillar Program

A. Personnel

Program Specialist	
\$1,300/month x 12 months	\$15,600

This position will assume primary responsibility for developing and implementing 3MV, submitting required reports; supervising staff and volunteers, and assisting with grant writing and public relations.

B. Fringe	\$3,925
Fringe benefits for educator based on 25.16%	\$3,925

C. Travel	\$2,624
Out of state	

Per Diem rates for out of state travel can be found at <http://www.gsa.gov/portal/content/104877>. Choose FY2017 from the drop-down menu and then enter your travel destination to find travel rates.

In state

Local travel to provide education program	
100 miles per month x \$.38 per mile x 12 months	\$456

D. Supplies	\$2,700
Three boxes of condoms per month @ \$50 per box * 12 months	\$1,800
General office supplies @ \$50 per month * 12 months	\$600
One videotape "AIDS in the Workplace"	\$300

E. Communications	\$900
Telephone - \$50 per month * 12 months	\$600
Postage - \$25 per month * 12 months	\$300

TOTAL	\$25,749
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Note: All line items are rounded to the nearest \$100. Therefore, this final budget request would be:

Personnel	\$15,600
Fringe	\$ 3,900
Travel	\$ 2,600
Supplies	\$ 2,700
<u>Communications</u>	<u>\$ 900</u>
EHE Budget Total	\$25,700

Attachment D: Letter of Assurance Requirements

All applicants requesting EHE funds must submit all required information with a Letter of Assurance (LOA), co-signed by the applicant's Executive Director and Board Chair, attesting to compliance with the assurances and submission requirements outlined below.

The letter must indicate program name, client specific service/priority area, and amount of funds requested in the first paragraph. The letter must also include:

1. The applicant must assure that it is a private nonprofit entity under state and local laws as demonstrated through the attainment of a tax-exempt 501 (c) (3) classification from the IRS. In addition:
2. The agency must assure that no part of its net earnings benefits any member, founder, contributor, or individual.
3. The agency must assure that it has acceptable financial accountability.
4. The agency must assure that it has among its purposes significant abilities and activities related to providing EHE services.
5. The applicant must assure that its proposal meets all of the requirements in each section of this RFP.
6. The applicant must assure that the proposal submitted was developed without collusion with any other applicant, competitor, or employee of the lead agency or the State of Tennessee, Department of Health.
7. If use of a subcontractor(s) is proposed, a statement from each subcontractor shall be appended to the RFP signed by an individual authorized to legally bind the subcontractor and stating:

The scope of the work to be performed by the subcontractor;

The subcontractor's capability and willingness to perform the work indicated; and

That they do not discriminate in their employment practices with regard to race, color, religion, sexual orientation, age (except as provided by law), sex, national origin, or disability.

8. The applicant shall assure that no attempt has been made or shall be made to induce any other person or organization to submit or not to submit a proposal.
9. The applicant shall assure its obligation to provide sufficient staff/personnel, equipment, etc. at the cost proposed to successfully meet/complete all requirements of the RFP and any subsequent amendments to this RFP.

Appendix 1: Reimbursement/Invoice Form

STATE OF TENNESSEE INVOICE FOR REIMBURSEMENT				
For ACCOUNTS MANAGEMENT OFFICE USE ONLY				
PO#	LINE#	RECEIPT #	TDOH AGENCY INVOICE #	
EDISON CONTRACT #				
EDISON VENDOR #		EDISON ADDRESS LINE #	VOUCHER #	
NAME AND REMITTANCE ADDRESS OF CONTRACTOR/GRANTEE			INVOICE NUMBER	
			INVOICE DATE	
			INVOICE PERIOD	
			FROM	TO
Edison Vendor #			CONTRACT PERIOD	
CONTRACTING STATE AGENCY			FROM	TO
Tennessee Department of Health				
PROGRAM AREA			CONTACT PERSON/TELEPHONE NO.	
OCR CONTRACT NUMBER				
				FOR CENTRAL OFFICE USE ONLY
BUDGET LINE ITEMS	(A) TOTAL CONTRACT BUDGET	(B) AMOUNT BILLED YTD (MO./DAY/YR.)	(C) MONTHLY EXPENDITURES DUE	SPEEDCHART NUMBER:
				USERCODE:
				PROJECT ID:
				AMOUNT:
Salaries				
Benefits				SPEEDCHART NUMBER:
Professional Fee/Grant & Award				USERCODE:
Supplies				PROJECT ID:
Telephone				AMOUNT:
Postage & Shipping				
Occupancy				SPEEDCHART NUMBER:
Equipment Rental & Maintenance				USERCODE:
Printing & Publications				PROJECT ID:
Travel/Conferences & Meetings				AMOUNT:
Interest				
Insurance				SPEEDCHART NUMBER:
Specific Assistance to Individuals				USERCODE:
Depreciation				PROJECT ID:
Other Non Personnel				AMOUNT:
Capital Purchase				
Indirect Cost				
TOTAL				

I certify to the best of my knowledge and belief that the data above are correct, that all expenditures were made in accordance with the contract conditions, and that payment is due and has not been previously requested.

Please check one of the following boxes
These services are for medical services
 non-medical services

CONTRACTOR'S/GRANTEE'S AUTHORIZED SIGNATURE _____ Title: _____ Date: _____	PROGRAM APPROVAL AUTHORIZED SIGNATURE _____ Title: _____ Date: _____	RECOMMENDED FOR PAYMENT CONTRACTING STATE AGENCY'S AUTHORIZED CERTIFICATION FOR FISCAL USE ONLY _____ Title: _____ Date: _____ ATTACHMENT: _____
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APPENDIX 2: APPEALS PROCESS

It is the policy of the United Way of Greater Nashville to provide an **appeal process** to agencies.

Purpose: To outline the appeals process of UWGN funding allocation process.

In order to ensure that EHE Prevention funding is distributed and utilized in an equitable and efficient manner, the UWGN as the Contract Administrator sets forth the following procedures by which an agency may appeal UWGN decisions.

- Any agency/organization, which meets the criteria for funding, may appeal funding and/or reallocation decisions of UWGN.
- To be considered, the appeal must be made within ten (10) business days of notification of funding and reallocation decisions by the Contract Administrator.
- The written appeal must address specifically the rationale for the appeal, explaining in what way the decision conflicts with the policies/processes of UWGN.
- The appeal must be in written form, addressed to the Director of HIV/AIDS Initiatives – UWGN and signed by the chief volunteer officer or chief government official of the agency/organization making that appeal.
- The appeal must be based on one of the following:
 - Agency did not receive information made available to other agencies,
 - Allegation of bias, fraud, or misuse of federal funds on the part of the Contract Administrator,
 - Violation of federal or TDH guidelines.
- The Director of HIV/AIDS Initiatives – UWGN and HIV Prevention Director will determine if the appeal has merit and decide on a course of action, if any. A written response will be provided to the appealing agency.

Dissatisfaction with level of funding alone is not a basis for appeal.