NOTICE

Proposals for the Housing Advocacy RFP are due on October 31, 2017 at 5:00 pm

REQUEST FOR PROPOSAL GUIDELINES AND INSTRUCTIONS

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Proposed Amount *</th>
<th>Contract Period</th>
<th>Funding Source</th>
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</thead>
<tbody>
<tr>
<td>Housing Advocacy</td>
<td>$120,000</td>
<td>March 1, 2018 - February 28, 2019</td>
<td>Housing Opportunities for People With AIDS (HOPWA)</td>
</tr>
</tbody>
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This amount reflects a proposed annual allocation for the contract period 2018-2019 and may decrease or increase depending on the actual federal award. Applicants receiving awards must be able to modify their budgets and proposed programs should the actual allocation be different than the amount proposed. Final contract amounts will be determined after responses have been reviewed and federal notice of award has been received.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>October 3, 2017</td>
<td>n/a</td>
<td>Announcement of funding opportunity.</td>
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<tr>
<td>October 20, 2017</td>
<td>2-3:30 p.m.</td>
<td>Informal informational meeting for potential applicants held at 597 Center Ave, Suite 150, Martinez CA 94553.</td>
</tr>
<tr>
<td>October 31, 2017</td>
<td>5:00 p.m.</td>
<td><strong>Proposals Due</strong>: Either 1) an original and three (3) copies of the proposal OR 2) an electronic <strong>PDF version</strong> (only) of the proposal must be received in the HIV/AIDS &amp; STD Program office at 597 Center Avenue, Suite 200, Martinez, CA 94553. Email PDF to <a href="mailto:Barbara.Allen@hsd.cccounty.us">Barbara.Allen@hsd.cccounty.us</a> and <a href="mailto:Jazmin.Brumfield@hsd.cccounty.us">Jazmin.Brumfield@hsd.cccounty.us</a>. <strong>There will be no exceptions to this deadline.</strong></td>
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<tr>
<td>By November 15, 2017</td>
<td>TBD</td>
<td>Date review panel(s) will meet to evaluate proposals and develop funding recommendations.</td>
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<tr>
<td>Week of December 4, 2017</td>
<td>n/a</td>
<td>Approximate date of announcement of awards and initiation of contract negotiations.</td>
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General questions about this RFP may be directed to HIV/AIDS & STD Program staff at (925-313-6771), HIV/AIDS & STD Program Office, Contra Costa Health Services Department, 597 Center Avenue, Suite 200, Martinez, CA 94553.
I. DESCRIPTION OF AVAILABLE FUNDING
Modernization Act and Housing Opportunities for People with AIDS (HOPWA) funds are available through the Contra Costa Health Services Department HIV/AIDS & STD Program. Services funded through this RFP are intended to help stabilize clients’ lives, reduce barriers to receiving medical attention, and improve health outcomes. More information on the HOPWA program can be found at https://www.hudexchange.info/programs/hopwa/

The City of Oakland is the grantee for the HOPWA program and has a contract with Contra Costa County to implement and monitor HOPWA services in Contra Costa County. Applicants may choose to serve clients in the entire county or in specific regions of the county. Applicant agencies should outline the geographic distribution of personnel based on projected caseloads, funding, and epidemiologic information. The HIV/AIDS & STD Program may determine that a single agency receives the full amount of available funding to provide services throughout the entire county or that an agency’s project for services be provided only within a specific geographic region, such as West or East County. Ongoing funding is contingent on the successful completion of the contractor’s objectives and continued availability of federal funding.

Other housing support services such as payment of rent, utilities, and deposits are not part of this RFP as those funds are centrally managed by the HIV/AIDS & STD Program and available as defined by local policies and procedures.

II. QUALIFICATIONS, ELIGIBILITY, AND FUNDING RESTRICTIONS
Eligibility is limited to not-for-profit (as determined by the Internal Revenue Service) community-based organizations and hospitals or public agency service providers. Applicants need not be based in Contra Costa County to be eligible; however, agencies must demonstrate sufficient capacity to provide services within Contra Costa County to meet the programmatic objectives. Services that are reimbursable through other means such as Medi-Cal or other funding streams MUST be billed to those sources first and documentation of denial of service or other ineligibility for service must be on file and available for audit review purposes.

Applicants may not use a fiscal agent and must demonstrate fiscal stability. An agency with unresolved outstanding federal/state tax obligations is not eligible to apply for funding. Funds may not be spent on the purchase of or improvement to buildings or office facilities or to make payments to recipients of services. Funds may not be used to provide items or services for which payment has already been made, or can reasonably be expected to be made, by third-party payers, including private insurance, Medi-Cal, Medicare, or other programs. Services are intended for low-income people living with HIV and AIDS (PLWH/PLWAs) who reside in Contra Costa County. Agencies funded through this RFP must have the capacity to fulfill all contractual obligations outlined below in Section III.

Agencies not already under contract to the Contra Costa Health Department HIV/AIDS & STD Program are strongly urged to apply.

Applicants should specifically address in their proposal how their agency meets qualifications and eligibility requirements and how their proposed program will fit into a continuum of care in Section VIII, numbers 3 and 4.
III. CONTRACTUAL OBLIGATIONS

Award of funds will result in a contract for services after final negotiations with the HIV/AIDS & STD Program regarding work plan and budget. There are general conditions, including Health Insurance Portability and Accountability Act (HIPAA) and insurance and indemnity requirements, which are common to all county contracts. A copy of these conditions is available upon request from the HIV/AIDS & STD Program office. HIV/AIDS & STD Program contracts also require budgets to adhere to federal requirements and that contractors submit financial backup documentation with their invoices for payment. Contractors will also need to be registered in the System for Award Management (SAM.GOV) database and provide the agency Data Universal Numbering System (DUNS) number and Employer Identification Number (EIN).

Contractors are required to:

1. Adhere to legal requirements to maintain the confidentiality of clients.
2. Document HIV status of clients. Clients must establish their eligibility through medical verification of HIV serostatus with an HIV Medical Case Manager, who must resubmit this proof of HIV status with referrals for services outlined in this RFP. Medical Case Managers are responsible to obtain proof of HIV in ARIES database. Housing Advocacy Contractors are responsible to maintain proof of HIV in client paper charts via ARIES.
3. Document unmet service needs of clients, and include this documentation in all housing service plans.
4. Provide multiculturally and linguistically appropriate services for the specific culture and region where services are being provided.
5. Document the provision and evaluation of all services, collect and maintain client level service data, enter and regularly updated client demographics and service data into the system database (ARIES) and write progress reports. Progress reports must include advancement in fulfilling contract specifications, trends in service delivery, problems encountered in the provision of services, and applicable fiscal reports. Data reports must be submitted monthly and narrative reports submitted quarterly. Agencies not currently using the ARIES services database will be provided training and access to ARIES upon notification of award.
   For more information on ARIES go to: http://www.cdph.ca.gov/programs/aids/Pages/OAARIESHome.aspx
6. Work collaboratively with all existing HIV service providers within the HIV continuum of care and with other providers in other systems of care as applicable to assure coordination and utilization of existing services. Attendance at HIV medical rounds is required for all providers, and participation in monthly Contra Costa HIV/AIDS Consortium meetings is strongly encouraged.
7. Participate in local planning activities, including local HIV/AIDS Consortium activities.
8. Track all related contract expenses in keeping with generally accepted accounting principles. There are specific requirements for delineation of administrative costs from program costs (see budget documents).
9. Submit monthly payment demands along with grant expenditure reports and back-up documentation such as payroll ledgers and all operating cost receipts.
10. Offer services free of charge to participants and without regard to past or present health condition.
11. Retain all documents pertaining to this contract for five years from the date of submission of contractor’s final payment demand or fiscal cost report.
12. Ensure that the goods and services provided by this program will be available to all qualified persons regardless of age, sex, race, religion, color, national origin, ethnic
background, disability, or sexual orientation, and that no grant funds shall be used, in whole or in part, for religious worship or instruction.

IV. DESCRIPTION OF SERVICES TO BE FUNDED

In Contra Costa County, Housing Advocates provide assistance to clients in securing and/or maintaining permanent housing through documentation gathering and helping with housing applications, payee programs, landlord negotiations, mediation/advocacy in locating and securing housing, educating clients about tenant rights and responsibilities, developing information on housing resources such as a list of affordable and available rental units, monitoring and securing repayment of security deposits, reviewing client budgets and affordable housing options, and advocating for clients and raising awareness of HIV-related issues with other housing providers. **Special focus is placed on assisting low-income persons (at or below 80 percent of the area median income) that are medically diagnosed with HIV/AIDS and their families who are homeless or at-risk-of-homelessness to obtain short term or transitional shelter and eventually find a permanent residence.** Funds **cannot** be used to secure housing outside of Contra Costa County.

The goals of Housing Advocacy services are to:

1. Assist the homeless, those at risk of homelessness, and low or very low-income persons living with HIV or AIDS in Contra Costa County to obtain and maintain permanent, stable, and affordable housing.
2. Increase client stability and quality of life in order to improve health outcomes.
3. Develop the capacity of clients and HIV service providers to identify and address housing issues with their clients to prevent homelessness or eviction.

Key activities include: 1) Conduct a comprehensive client assessment, including financial eligibility for services and identification of budgetary and financial issues that may impact housing readiness; 2) research affordable housing and assist the client to locate and secure affordable housing; 3) conduct tenant/landlord advocacy to ensure placement of individuals in appropriate housing or maintenance of current housing status; 4) secure funding support as indicated to assist clients in retaining housing; and 5) Monitor and follow up on individuals placed in housing for a 12 month period.

Outcome Indicators Include:

1. Of those clients who are referred for eviction prevention, 85% will remain housed for at least 12 months.
2. Of those newly placed into stable housing, 85% will remain housed for at least 12 months.
3. Of those clients referred for housing placement, 25% will acquire housing.

In addition to housing advocacy, services include:

a. Ensuring that medical case management referrals and follow-up for residential drug abuse treatment (detoxification) for PLWH/PLWA in need of housing are completed prior to providing other housing services.

b. Emergency shelter: Immediate, short-term response to a crisis (e.g., short-term motel stay) can be provided on a very limited basis and funds for this service are generally considered to be available for a maximum period of seven days. Clients must place their name on a
waiting list for a shelter or be within days of placement into permanent housing in order to receive funds for emergency shelter services.

c. Working with medical case managers to identify individual clients needing emergency financial aid for permanent housing move-in costs or to prevent eviction or to provide housing stabilization support. This assistance may take the form of first and last month’s rent or deposits, financial assistance to pay utility bills and prevent a cut-off of essential services, emergency motel stays, short-term shallow subsidies, and payment of overdue rent to prevent the loss of housing. Housing advocates, clients, and medical case managers should jointly develop client budgets as part of the housing plan.
d. The provision of at least two educational workshops on important issues to keep stable housing, such as:

1. Ready to Rent: Cleaning up credit history and tips for preparing a rental application.
2. Reading a Basic Rental Lease: Review information on common rental leases and what questions to ask.
3. Landlord 101: Tips on how to communicate with your landlord and deal with issues.
4. Housing 101: Tips on how to look for and secure affordable housing.

UNITS OF SERVICE:

The standard unit of service for the provision of Housing Advocacy Services is one unit of service=15-minute interval of time.

Services include all activities that are conducted with or on behalf of the client, i.e. face-to-face and telephone encounters, appointment arrangements, referral follow-up, case conferencing, and meeting with a landlord or other providers, representation at meetings or court, etc. Multiple units of service per client are possible per encounter. The threshold number of units for required services will be described in the scope of work as outlined by the Contra Costa HIV/AIDS & STD Program. Documented units of service must be no less than seventy-five percent (75%) of the employee’s time (one full-time FTE achieves approximately 4,680 units of service per year). The 25% remaining is adequate time for usual employee benefits including time off and other non-productive time.

SERVICE STANDARDS AND REQUIREMENTS:

Contractors must:
1. Have policies and procedures describing how and with what frequency services are to be provided, including regular face-to-face visits.
2. Serve only those clients who have been assessed and referred by a Medical Case Manager in the system of care (recertified annually).
3. Participate in case conferencing by attending Medical and Medical Case Management Rounds and Intensive Case Conferences as scheduled.
4. Provide and document services that support individuals with HIV or AIDS to make and keep medical care appointments at least twice per year.
5. Provide culturally appropriate and respectful services to all enrolled clients.
6. Provide information, education, support, advocacy and referral services to all clients enrolled.
7. Conduct ongoing case conferencing with other providers to ensure efficient and effective coordination of care.
8. Establish a quality management system to assess the impact that program services have
on a client’s health. Progress made towards achieving the quality management goals will be used by the agency to improve the planning, provision, documentation and effectiveness of program services.

9. Train staff in HIV issues and standards for service provision.
10. Maintain accurate record-keeping and ensure accountability.
11. Document service provision in ARIES and update client status and records throughout the program year.

Housing Advocacy Providers must also:
1. Adhere to federal poverty guidelines and document client financial eligibility for services.
2. Assist homeless or at-risk-of-homelessness clients in obtaining and maintaining permanent, stable, affordable housing documented on a housing plan.
3. Assist in increasing the supply of permanent, stable and affordable housing for low-income people living with HIV in the County through a variety of systems-level advocacy activities.
4. Assist eligible clients with their applications for housing-related financial assistance, including Section 8, Shelter Plus Care, HOPWA, and other housing resources.
5. Conduct walk-through inspections of properties when assistance with the deposit is provided and ensure that units pass a lead-based paint visual inspection.
6. Secure return of deposit when client moves out of property.
7. Conduct follow up with the client on housing status throughout the year.
8. Provide referrals to other support services such as legal services.
9. Work closely with other housing programs. including Shelter Plus Care, Section 8 programs, the Contra Costa Homeless System of Care, HealthCare for the Homeless, and other housing providers.
10. Complete required HOPWA reports.
11. Assess the quality, continuity, and documentation of services designed to increase the numbers of individuals who 1) stay housed at least six months, 2) remain housed for at least 12 months (of those referred for eviction prevention), and 3) remain housed for at least 12 months after being newly placed into stable housing.

ELIGIBILITY/SUPERVISION OF PROGRAM PERSONNEL:

Housing Advocacy Providers must maintain:
1. Annual certification of tuberculosis clearance on file for all program staff.
2. Staff who are diverse in ethnicity, culture, gender, sexual orientation, and language and have received cultural competency training.
3. Links to community-based organizations targeting the population groups they are serving.
4. Memorandum of Understanding (MOU) or other arrangements for interpretation services that are not provided on-site.
5. Staff with experience in the specific service category being funded.
6. Supervisory staff who are experienced in the relevant service being delivered.

No minimum educational or experience requirements are established for housing advocates. Housing advocates must be supervised on a regular basis by an individual with experience in housing-related services. At a minimum, supervision activities will include: the review of housing plans, case notes, and client financial and eligibility records at least every three months to determine status, progress, and housing plan revisions needed; provision of professional support and assistance to the housing advocate; regular supervisory meetings; and review of the housing advocate’s activities.
TRAINING AND EDUCATION FOR ALL SERVICE STAFF:
All staff should have, at a minimum:
1. HIV/AIDS training and education to increase sensitivity of administrative support staff and practitioners to the issues of those living with HIV/AIDS;

2. HIV/AIDS prevention and education to enable providers to promote HIV risk reduction activities that will halt the spread of the disease; and

3. Cultural competency training to provide appropriate services to African Americans, Latinos, transgender and/or others identifying as gay, bisexual or same gender loving.

PHYSICAL PLANT STANDARDS:
Services may be provided in the client’s home, in the provider’s office, or at another mutually acceptable private location. All service locations must include:
   a. Access to a private, confidential space for clients to meet with program staff;
   b. A facility where illegal drug use is not tolerated on site;
   c. A comfortable environment for people with HIV/AIDS; and
   d. A confidential and secure location for client files.

In addition, contracted agency/ies must ensure the following:
1. **Compliance with Fire Regulations, Health and Safety Regulations, Building Codes, and Zoning Regulations:** Buildings in which services are provided must be in compliance with city and county fire regulations, health and safety regulations, building codes, and zoning regulations. Emergency exits, smoke detectors, etc., must be clearly visible.

2. **Compliance with Requirements for Accessibility for Persons with Disabilities:** The term “accessibility” means that service provider offices can be approached, entered, and used by persons with disabilities, including but not limited to those using wheelchairs or walkers, and those with sight impairments. The following codes and acts specify requirements related to accessibility:
   a. **Americans with Disabilities Act ("ADA"), 42 United States Code ("USC"):** Title II applies to residential dwellings; Title III applies to hotels providing nonresidential accommodations (Path of travel for residents must be accessible).
   b. **Fair Housing Act ("FHA"), 42 USC:** Applies to new residential dwellings except certain single family or small owner occupied dwellings. (5% of the units plus all common space must be accessible).
   c. **Section 504 of the Rehabilitation Act of 1973, 42 USC:** Applies to all programs & activities receiving federal funds.
   d. **Architectural Barriers Act, 42 USC:** Applies to most new buildings built with federal assistance.
   e. **State Building Code, Title 22 of CA Code of Regs:** Applies accessibility standards to public buildings, public accommodations and publicly funded rental housing.

V. FISCAL MANAGEMENT
The Contra Costa Health Services Department will reimburse the contractor for actual costs monthly. This funding must not exceed 60% of the agency’s total annual budget. Administrative expenses may not exceed 10% of the award, including any federally approved indirect rate. The agency is responsible for meeting all obligations outlined in the contract. All services funded through this RFP process are to be provided free of charge to eligible individuals.
VI. HOW TO APPLY

Applicants may request an electronic version of this RFP by either emailing their request to Barbara.Allen@hsd.cccounty.us and Jazmin.Brumfield@hsd.cccounty.us or by downloading a copy in PDF format from the Contra Costa Health Services Department website at http://www.cchealth.org/aids. Electronic versions of the submitted proposal will be accepted only in Portable Document Format (PDF). Pages must be submitted in the same order as required in the RFP and numbered sequentially. All other formatting requirements listed in this RFP apply equally to electronic, mailed, or hand delivered proposals. Late proposals will not be accepted. Facsimile (fax) copies are not acceptable. Proposals must be complete when submitted; changes and additions will not be accepted after submission.

A comprehensive and specific proposal narrative should not exceed seventeen (17) pages, including the Project Budget and Justification (see “Required Format,” Section VIII). Supporting documentation is not included in the maximum page count. If submitting a paper copy, an original and three (3) copies, including Supporting Documentation, must be delivered by 5:00 p.m. PDT on Tuesday, October 31, 2017 to:

Contra Costa HIV/AIDS & STD Program
597 Center Avenue, Suite 200
Martinez, CA 94553
Attn: Barbara Allen

If the proposal is submitted via email, it must be forwarded to Barbara.Allen@hsd.cccounty.us and Jazmin.Brumfield@hsd.cccounty.us and electronically time stamped no later than 5:00 p.m. on Tuesday October 31, 2017 and only in standard (8 x 11 letter sized) PDF format.

- Contents should be in the order outlined here with the pages numbered sequentially throughout the proposal including the forms and attachments.
- Only the attachments identified in Section VIII will be accepted.
- Proposals should be as concise as possible, must be in 12 point font with 1 inch margins on letter sized paper and must not exceed page limitations where specified. Do not assume that the reader knows your agency or program.
- Issuing an RFP does not obligate the HIV/AIDS & STD Program to award a contract to any provider, nor is the HIV/AIDS & STD Program liable for any costs incurred by the organizations in the preparation of proposals. The HIV/AIDS & STD Program retains the right to award parts of the contract to several bidders, to not select any bidders, and/or to re-solicit proposals.

Questions about the requirements and components of the proposals may be directed to the HIV/AIDS & STD Program: (925) 313-6771.
VII. **REVIEW PROCESS** - The review/selection process is comprised of the following steps:

1. **Administrative Review**: The CC HIV/AIDS & STD Program staff will review all submitted proposals to ensure proposals are complete according to instructions, in compliance with instructions in this RFP, and the agency is eligible to receive federal funding. Proposals not conforming to these basic standards will be considered as not meeting the application deadline. Agencies that filed incomplete proposals will be notified of their ineligibility.

2. **Review of Proposed Program**: A panel, including individuals outside the Health Department with experience in the service categories included in this RFP will evaluate and determine a preliminary score for each proposal, based on the guidelines listed in “Review and Award Criteria”. Preliminary scores will be combined to determine a ranking for all proposals. The panel will discuss merits and weaknesses of each proposal and finalize the rankings.

3. **County HIV/AIDS & STD Program Review**: The CC HIV/AIDS & STD Program will review the recommendations and rationale for funding decisions and will determine the award amount. All final funding decisions will be made by the CC HIV/AIDS & STD Program.

4. **Notification of Award**: Each agency submitting a proposal will be informed in writing of the funding decision. Final awards are subject to federal notice of grant award.

5. **Appeals**: Applicants may appeal the process, not funding outcomes. Appeals must be submitted in writing to the CC HIV/AIDS & STD Program Director within seven (7) business days of receiving written notification of the funding decision. Appeals must identify what part of the RFP process is being appealed and the reasons for the appeal. The CC HIV/AIDS & STD Program Director will make decisions regarding appeals within five (5) working days of appeal receipt.

VIII. **REQUIRED FORMAT**

1. **Funding Application Cover Sheet (Attachment A) (not counted in page limit)**
   The Funding Application Cover Sheet contains the applicant’s name, mailing address, telephone and fax numbers and the service category and amount requested. It must be signed by the applicant’s Chief Executive Officer and the President of the applicant’s Board of Directors.

2. **Agency Capability - maximum one (1) page (counted in page limit)**
   a. Provide a brief agency history and description.
   b. Explain the agency’s involvement with its target community.
   c. Describe the direct services currently provided for PLWH/PLWAs or affected others and the length of time these have been offered by the agency. Describe how the agency links clients to primary care services.
   d. Describe any People Living with HIV/AIDS (PLWH/As’) involvement in the agency’s governance and planning of services.
   e. Describe the qualifications of project personnel, including those providing direct services and supervision.

3. **Agency Outreach and Collaboration - maximum one (1) page (counted in page limit)**
   a. Describe the ways in which the agency publicizes its services to its target population, including service providers within the system of care, and ensures client access to services provided.
b. Describe the agency’s experience with collaborative service planning and service coordination with other agencies. Provide concrete examples.

c. Specify how the agency links clients to other services (e.g. medical case management, medical/social services, transportation, etc.).

d. Describe any changes that will be made to existing service delivery systems to ensure the success of the proposed project.

e. Describe how providers will assist “hard to serve” clients, including those with mental health or substance abuse issues, homelessness, criminal histories or limited work/income.

f. Describe linkages and collaboration with the homeless and other systems of care.

g. Describe how the agency views its role in the community and the Contra Costa system of HIV care.

4. **Target Population and Needs Assessment - maximum two (2) pages (counted in page limit)**

   a. Identify the population you intend to serve, including the geographic community area(s) and the extent of HIV/AIDS in this population.

   b. Describe and compare the demographic, social, and behavioral characteristics of your agency’s target population to the HIV positive or AIDS-diagnosed population in the region.

   c. Describe the need for services for this population, including major gaps in the provision of HIV/AIDS direct services to this population and geographic area.

   d. Describe barriers to the provision of HIV/AIDS direct services to this population within the geographic area.

   e. Describe actions taken recently by the agency to address these barriers.

5. **Proposed Project Objectives – maximum two (2) pages (counted in page limit)**

   a. Indicate the proposed project’s objectives. These must be specific, time-phased, measurable, and adhere to the service definitions in this RFP. Refer to the service category descriptions, especially the service standards and requirements (Section IV) for guidance in developing your proposed project objectives.

   b. Define for each objective the number of clients you will serve and any specific client characteristics. Be specific in projected numbers of clients who are African American men who have sex with other men, women (particularly women of color), and injection drug users. Describe how your program will ensure access to services for these populations.

   c. Describe your agency’s plan for quality assurance and evaluation: how will your agency evaluate program effectiveness, and how will the results from this evaluation be used to improve the provision of services?

6. **Proposed Program - maximum six (6) pages (counted in page limit)**

   a. For each objective listed above, describe the primary steps, activities and milestones, in chronological order, that are designed to lead to the successful accomplishment of your objectives. Make sure the plan specifies how your activities will support access to primary care and how follow up on referrals to ensure completion will be done. In your response, provide an answer to the “who, what, where, when and why” of the proposed project. Who will manage the proposed project? Who will carry out the program? What will your agency do? Where and when will these activities be conducted? Why did your agency select this particular approach?

   b. Describe the ways in which these activities and strategies are developmentally appropriate, culturally competent, and linguistically specific for the target population(s) and community area(s) to be served. Include in your answer the role
of volunteers, as well as the involvement of PLWH/PLWAs in program development, execution, and management.

c. Explain how your agency will evaluate the services you provide, the service delivery system, internal monitoring, and progress towards meeting contractual objectives. Include in this explanation a description of how supervision will be provided to direct service staff, and how evaluation will be used to improve services.

d. Describe how the agency will avoid duplication of services. Describe how the agency will maximize the use of other resources where applicable.

7. **Proposed Project Budget - maximum one (1) page and Budget Justification - maximum two (2) pages (counted in page limit)**

The application must include a line item budget and a budget narrative (see attachments B and C) explaining how each line item will be expended. The project budget should include information on other sources of revenue. Applicants will be required to maintain written documentation, including legible invoices and canceled checks.

Administrative expenses should not exceed 10% of the budget. Administrative costs should include usual and recognized overhead activities including Director’s time, agency rent and utilities, phone, general supervision, payroll, audits, maintenance, and other shared program costs. The following programmatic costs are not required to be included in the 10% limit on administrative costs and may be charged to the relevant program charges directly associated with such activities:

- Portion of fees and services for licensure of staff providing direct client services;
- Portion of staff time for data entry of contract activities;
- Portion of a receptionist’s time providing direct patient services (e.g., scheduling appointments) for contract activities;
- Portion of a supervisor’s time devoted to providing professional oversight for Ryan White clients;
- Mileage to meet with a client or provide services on behalf of a client, e.g. inspect a potential housing unit, attend rounds or attend the HIV/AIDS Consortium, etc.

8. **Quality Assurance Plan - maximum one (1) page (counted in page limit)**

The proposal must include a summary of the agency’s quality assurance plan that demonstrates how the agency will ensure that the services provided will improve clients’ health status. Outcome indicators (including those detailed in Section IV, Description of Services to Be Funded) show direct linkages between the services provided and access to medical care. The agency will measure progress towards meeting the indicators during the contract period. The quality assurance plan must describe how Continuous Quality Improvement activities will be conducted and how the agency will use the results to improve the provision of services and accuracy of ARIES data collected and entered.

9. **Service Continuity Plan: maximum one (1) page (counted in page limit)**

The applicant must describe in detail how and with what frequency services will be conducted when a staff vacancy or other disruption occurs within the program. What will be done to minimize interruption? Which services will be prioritized during the period and why? Who will be responsible for which aspects of service delivery? Who will provide supervision? How will clients be notified? How will communication with other providers and the HIV/AIDS & STD Program be handled?

The applicant will also describe the process for agency oversight to ensure timely submission of data and other deliverables, and attendance at required meetings. How will the agency ensure that individuals funded by the HIV/AIDS & STD Program (or other
funders listed as grant references) for other activities will not be deployed from those activities to cover new vacancies? What process will be used if the proposed plan has to be redesigned due to unforeseeable events?

10. **Additional Supporting Documentation (not counted in page limit)**
    a. **Tax-exempt status** determination letters from the Internal Revenue Service and/or the State of California.
    b. **Job Descriptions** for any primary positions to be funded under the proposed project. These should include educational/experiential qualifications for the position, as well as job duties and responsibilities.
    c. **Resumés or statements of qualifications** of primary staff, consultants, or subcontractors whose positions will be funded under the proposed project as well as any supervisory staff—even if not funded under this grant. If a prospective candidate has been identified, but not yet hired for any position to be funded, include the resumé here. Resumés should reflect an individual’s current job status. Proposals should not include resumés of individuals not involved in the proposed project.
    d. **Memoranda of Understanding and Letters of Collaboration** may be included but must be project-specific.
    e. **Service Provider Profiles** (Attachments D, E, F and G) report financial information on the agency - including HIV composite and total agency budgets - and provide demographic information on the agency’s Board of Directors, volunteers, program staff, and HIV/AIDS clientele. Self-disclosure of HIV status is voluntary and is not required.
    f. **Past Performance/References** (Attachment H) provides contact information on contracts held with the applicant agency. Those individuals listed will be contacted for an evaluation of the applicant agency’s performance. Applicants are encouraged to list those contracts that are most relevant to the service category applied for. **Applicants may list only one contract held with Contra Costa HIV/AIDS & STD Program.**
    g. **Program Procedural Protocols** (optional) - a number of service providers have developed service manuals outlining procedures and protocols. This additional information may provide the independent review panel with a better perspective of an applicant’s program. A maximum of 20 pages is allowable. If your manual exceeds this amount, provide a representative sample with an explanatory cover sheet.
    h. **List of Board of Directors** - including affiliations and city of residence.
    i. **Organization Chart** - including the name of staff currently in each position and the FTE of each position.
    j. **A copy of the agency’s most recent audited financial statement** - including the auditor’s management letter and all notes.

Additional documentation may be required to complete the contracting process.

**IX. REVIEW AND AWARD CRITERIA**
Complete applications will be reviewed and evaluated as follows:

1. **Applicant Capability, Outreach and Collaboration - 20 points**
   - Does the applicant describe sufficient relevant experience in the successful provision of services similar to those it proposes to provide? Does the applicant have a history of working with the target population?
   - Does the applicant demonstrate that it has established links with its target
community area(s) and population(s) and with other service providers in this community?

- Are PLWH/PLWAs serving on the applicant’s Board of Directors or otherwise involved in agency governance? Does the applicant employ PLWH/PLWAs as paid staff in any positions of authority? Is there a consumer advisory board? If the applicant’s Board of Directors and its staff are not reflective of the targeted population(s), has the applicant taken substantive steps to increase such representation? Does the makeup of the Board of Directors and/or staff reflect the community being served?

- Has the applicant identified qualified individuals to carry out the proposed activities? Does the applicant currently employ them or do they need to be hired?

- Does the applicant describe reasonable methods to identify new clients and ensure they understand how to access services?

- Is the referral and coordination process clear?

- Is the plan to provide services to the “hard to reach” population clear and consistent with needs of individuals with mental health or substance use issues, homelessness, criminal histories, limited employment/income histories, or other extenuating issues?

- Has the proposal convincingly demonstrated that the applicant has the administrative and programmatic abilities necessary to successfully administer this program?

- Does the proposal demonstrate linkages with other housing services, including the Contra Costa Homeless System of Care?

2. **Target Population and Needs Assessment - 15 points**

- Does the applicant adequately describe how the agency will serve the population(s) impacted by HIV/AIDS? Are the specific needs of African Americans, men who have sex with other men, women of color, and injection drug users identified?

- Does the applicant identify the demographic, social, and behavioral characteristics of the target population(s)?

- Does the applicant adequately describe challenges and methods to overcome them in service provision with populations living with HIV/AIDS?

- Does the applicant explain how/why this project is different from other projects serving this community?

- Does the applicant convincingly state the need for this particular program?

3. **Proposed Program - 35 points**

- Are the applicant’s objectives and proposed activities appropriate, culturally competent, and linguistically specific for the target population(s) and community area(s) to be served? Does the applicant explain why these strategies were selected?

- Does the applicant present a realistic plan to deliver proposed services relevant to the needs of the target population and the specific populations identified in Section IV?

- Are proposed objectives specific, measurable, and time-phased? Does each objective have related activities and evaluation measures?

- Does the applicant explain where/when services will be provided including site location and hours of service?

- Does the applicant adequately substantiate that it possesses the cultural
sensitivity and competency necessary for successful program delivery to the target population(s)?

- Do resumés reflect specific training, prior work, or other evidence of appropriate experience that meet the service standards?
- Is appropriate supervision for service staff described?
- Does the applicant specify how the agency will coordinate with other HIV/AIDS services and general medical/social services to ensure client success in implementing plans and attaining positive health outcomes?
- Has the applicant included a reasonable evaluation component in its program plan, including a description of how findings will be used to improve the program?
- Does the proposed service meet the service standards and requirements outlined in this RFP?
- Does the quality assurance plan adequately describe how the agency will ensure that a high level of service will be provided?
- Does the applicant describe how duplication of services will be avoided and that Federal dollars will be used only as “funds of last resort?”
- Overall, will this project be an effective use of Ryan White/HOPWA funds?

4. **Financial Information - 10 points**
   - Is the applicant’s proposed project budget appropriate and reasonable, given the services to be provided and stated staffing levels?
   - Does the requested budget amount reflect the total cost of the proposed project? If not, does the applicant identify other resources that will support this program?
   - Does the budget justification provide a basis for the level of service proposed and the number of clients targeted?
   - Does the applicant’s project appear to be cost effective?
   - Is the annualized program budget less than 60% of the agency’s total annual budget?
   - Are administrative expenses at 10% or less of the total budget?
   - Were there any financial audit findings?

5. **Service Continuity - 20 points**
   - Does the applicant have a plan in place that describes how the agency will provide services to clients during any period of time when the funded position is vacant?
   - Does the plan adequately describe how the applicant will ensure that clients and system of care providers will be notified of a change in staffing and that no clients fall through the cracks?
   - Does the plan adequately address how the applicant will meet contract deliverables without using staff funded for other services?
   - Does the plan describe how other system of care service providers will be notified about how referrals are to be made to the applicant during this vacancy?

*Applicants are encouraged to use the questions listed above to guide, in part, the content of their proposal. Keep in mind that reviewers may not be aware of your proposed program or your agency’s experience in Contra Costa County.*

**NOTE:** *ALL FORMS (ATTACHMENTS A - H) MAY BE DUPLICATED IN LIKE FASHION ON THE APPLICANT’S OWN COMPUTER IF DESIRED.*
CONTRA COSTA HEALTH SERVICES DEPARTMENT
PUBLIC HEALTH DIVISION
HIV/AIDS & STD PROGRAM

FUNDING APPLICATION COVER SHEET
(Use one sheet for each service category proposal)

Service Category: Housing Advocacy Services

Amount Requested: $________________________

Targeted Region(s) (Circle as many as appropriate):

West County  Central County  East County  Entire County

Agency Name: _____________________________________________________________

Address: __________________________________________________________________

City: __________________________ State: _________ Zip Code: ______

Telephone: __________________________ FAX: __________________________

Agency Website: ___________________________________________________________

Project Director: ___________________________________________________________

Telephone Number of Project Director: __________________________ email: __________________

Program Site Address(es): __________________________________________________
(If different than address above)

Program Operating Days/Hours: ______________________________________________

Are services provided on-site, off-site or both? _________________________________

Applicant’s Chief Executive Officer  President, Applicant’s Board of Directors

Name: ____________________________________________________________

(Type or print)

Signature: __________________________________________________________________

(name)

(name)

Signature: __________________________________________________________________
USE THIS FORMAT WHEN COMPLETING THE PROPOSED BUDGET

Agency Name
March 1, 2018 to February 28, 2019
Housing Advocacy Services

**PERSONNEL**

<table>
<thead>
<tr>
<th></th>
<th>annual rate of pay</th>
<th>Percent of pay</th>
<th>Number of Months</th>
<th>Program Cost</th>
<th>Admin Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>position 1</td>
<td>$xxx</td>
<td>xx%</td>
<td>12</td>
<td>$aa</td>
<td>$bb</td>
<td>$aa+$bb</td>
</tr>
<tr>
<td>position 2</td>
<td>$xxx</td>
<td>xx%</td>
<td>12</td>
<td>$aa</td>
<td>$bb</td>
<td>$aa+$bb</td>
</tr>
<tr>
<td>Supervisor</td>
<td>$xxx</td>
<td>xx%</td>
<td>12</td>
<td>$aa</td>
<td>$bb</td>
<td>$aa+$bb</td>
</tr>
<tr>
<td>total Salaries</td>
<td></td>
<td></td>
<td></td>
<td>$xxx</td>
<td>$xxx</td>
<td>$xxx</td>
</tr>
<tr>
<td>Fringe Benefits estimated at (xx%)</td>
<td></td>
<td></td>
<td></td>
<td>$xx</td>
<td>$xx</td>
<td>$xx</td>
</tr>
<tr>
<td>Total salaries and Benefits</td>
<td></td>
<td></td>
<td></td>
<td>$xxx</td>
<td>$xxx</td>
<td>$xxx</td>
</tr>
</tbody>
</table>

**OPERATING**

describe discrete categories of expenses

<table>
<thead>
<tr>
<th>Mileage Reimbursement</th>
<th>$xx</th>
<th>$xx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$xx</td>
<td>$xx</td>
</tr>
<tr>
<td>Telephone</td>
<td>$xx</td>
<td>$xx</td>
</tr>
<tr>
<td>Occupancy</td>
<td>$xx</td>
<td>$xx</td>
</tr>
<tr>
<td>Total Operating</td>
<td>$xxx</td>
<td>$xxx</td>
</tr>
</tbody>
</table>

**OTHER EXPENSES**

List other charges not related to Personnel or Operating expenses

<table>
<thead>
<tr>
<th>agency audit</th>
<th>$xx</th>
<th>$xx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Other</td>
<td>$xxx</td>
<td>$xxx</td>
</tr>
</tbody>
</table>

**TOTAL REQUEST**

| $xxx | $xxx | $xxx |

Charges in the administration column may not exceed 10% of the budget.
Administrative charges may include shared agency costs not assigned to a specific program such as payroll, accounting, maintenance, insurance, utilities, etc. Admin. time for personnel includes general staff meetings, general supervision, etc., not related to client services. DO NOT use an indirect line for administration charges.
PROPOSED PROGRAM BUDGET JUSTIFICATION (SAMPLE)

Agency Name
Dates of Services
Name of Services

1. PERSONNEL

Salaries

A. Housing Advocates (One 1.0 FTE, 12 months) $xx,xxx
   The HIV/AIDS housing advocate is responsible for providing housing-related services in order to facilitate client acquisition or maintenance of permanent housing. The housing advocate's duties may include helping clients complete housing and financial assistance applications, landlord negotiations, educating clients about tenant rights and responsibilities, developing information on housing resources such as a list of affordable and available rental units, etc.

B. Supervisor (0.1 FTE, 12 months) $xx,xxx
   The supervisor is a qualified professional who has extensive knowledge of and experience with housing advocacy. This person reviews client records regularly, provides professional support and assistance to the housing advocate, and generally oversees housing advocate activities.

C. Fringe Benefits and Taxes $xx,xxx
   A rate of xx% for benefits and payroll taxes, which includes FICA, medical insurance and disability insurance, has been applied to total salaries.

2. OPERATING EXPENSES $x,xxx
   Program: Mileage reimbursement for housing searches and client assessments calculated utilizing the Federal approved rate.
   Administrative: Office Supplies are estimated at $xx/month x 12 months x 2 staff
   Administrative: Telephone charges for 3 staff estimated at $xx /month x 12 months x 3 staff
   Administrative: Occupancy is $x.xx per sq ft x y feet

3. OTHER EXPENSES $x,xxx
   Administrative: Other Expenses include annual agency audit estimated at $xxxx
SERVICE PROVIDER PROFILE

AGENCY NAME:________________________________________________

ADDRESS:____________________________________________________

CITY:__________________________ STATE: ____________ ZIP CODE:___________

PHONE NUMBER:______________________ FAX NUMBER:_____________________

COMMUNITY AREAS SERVED BY HIV/AIDS & STD PROGRAMS:
________________________________________________________________________

FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)___________________________

DUNS NUMBER:________________________________________________________

SAM REGISTRATION STATUS:____________________________________________

FISCAL YEAR (FY) 2015-2016

TOTAL FY 2015-2016 AGENCY REVENUE (ACTUAL): __________

TOTAL FY 2015-2016 AGENCY EXPENSE (ACTUAL): __________

SURPLUS/DEFICIT: __________

TOTAL FY 2015-2016 HIV/AIDS & STD PROGRAM EXPENSE (ACTUAL):

(This amount should not be equal to the total 2015-16 agency expense)

Explain how deficit was resolved or how surplus was expended, whichever situation is applicable:
________________________________________________________________________
________________________________________________________________________
COMPLETE THE FOLLOWING INFORMATION FOR YOUR HIV/AIDS BUDGETS ONLY.

Select the fiscal year most appropriate to your agency.

**Personnel:** Include all salaries to be paid in whole or in part with each fund. **Fringe:** Provide aggregate amount of fringe benefits.

**Travel:** Include airfare, ground transportation, lodging, per diem (not mileage). **Equipment:** Include both purchases and leases. Cost sharing must be applied. **Supplies:** All supplies to be purchased, including computer software.

**Other:** All other direct costs not included above. (e.g., rent, printing, phone, postage, utilities, advertising, training, interpreter fees, insurance, equipment maintenance.

**Contractual:** Funds to be used for services to clients, and/or administration/program support, including consultants or contractors).

**Indirect Costs:** Use only if your agency has a federally approved indirect cost rate. This is included in the overall cap of 10% for administration.

### Summary of HIV/AIDS-Related Funding Sources for FY 2016-2017

<table>
<thead>
<tr>
<th>FUNDING SOURCE:</th>
<th>Ryan White Part A</th>
<th>Other Ryan White (specify):</th>
<th>Other Ryan White (specify):</th>
<th>HOPWA</th>
<th>City and/or State Grants</th>
<th>General Op. or Private Funds</th>
<th>Other</th>
<th>TOTAL (of row)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
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</tbody>
</table>

### Summary of HIV/AIDS-Related Funding Sources for FY 2017-2018 (projected)

<table>
<thead>
<tr>
<th>FUNDING SOURCE:</th>
<th>Ryan White Part A</th>
<th>Other Ryan White (specify):</th>
<th>Other Ryan White (specify):</th>
<th>HOPWA</th>
<th>City and/or State Grants</th>
<th>General Op. or Private Funds</th>
<th>Other</th>
<th>TOTAL (of row)</th>
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<tbody>
<tr>
<td>Personnel</td>
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<td>Mileage</td>
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<td>Contractual</td>
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<tr>
<td>TOTAL COSTS</td>
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</tbody>
</table>
## AGENCY’S CURRENT YEAR TOTAL OPERATING BUDGET (SAMPLE)

**Agency Name**

**Time Period** (select the fiscal year most appropriate to your agency)

### EXPECTED REVENUE:

<table>
<thead>
<tr>
<th></th>
<th>Service Area 1 (i.e. Housing)</th>
<th>Service Area 2 (i.e. Education)</th>
<th>Service Area 3 (i.e. HIV Services)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Funds:</td>
<td>$ xx,xxx</td>
<td>$ xx,xxx</td>
<td>$ xx,xxx</td>
<td>$ xx,xxx</td>
</tr>
<tr>
<td>CDBG:</td>
<td></td>
<td></td>
<td>$ xxx,xxx</td>
<td>$ xx,xxx</td>
</tr>
<tr>
<td>Ryan White (Part A):</td>
<td></td>
<td></td>
<td></td>
<td>$xxx,xxx</td>
</tr>
<tr>
<td>City of XXX:</td>
<td>$ xx,xxx</td>
<td>$ x,xxx</td>
<td>$ xx,xxx</td>
<td>$xxx,xxx</td>
</tr>
<tr>
<td>Foundation Grants:</td>
<td>$ xx,xxx</td>
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<td>$ xx,xxx</td>
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<tr>
<td>Contributions:</td>
<td>$ xx,xxx</td>
<td>$ x,xxx</td>
<td>$ x,xxx</td>
<td>$ xx,xxx</td>
</tr>
<tr>
<td>Fee for Services:</td>
<td></td>
<td>$ x,xxx</td>
<td>$ x,xxx</td>
<td>$ x,xxx</td>
</tr>
<tr>
<td>Special Event Revenue:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REVENUE:**

|                      | $ xx,xxx                      | $ xx,xxx                        | $xxx,xxx                          | $xxx,xxx |

### EXPECTED EXPENSES:

<table>
<thead>
<tr>
<th></th>
<th>Service Area 1 (i.e. Housing)</th>
<th>Service Area 2 (i.e. Education)</th>
<th>Service Area 3 (i.e. HIV Services)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries:</td>
<td>$ xx,xxx</td>
<td>$ xx,xxx</td>
<td>$ xxx,xxx</td>
<td>$ xxx,xxx</td>
</tr>
<tr>
<td>Fringe Benefits:</td>
<td>$ x,xxx</td>
<td>$ x,xxx</td>
<td>$ x,xxx</td>
<td>$ xxx,xxx</td>
</tr>
<tr>
<td>Occupancy/Rental:</td>
<td>$ x,xxx</td>
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<td>$ x,xxx</td>
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<tr>
<td>Supplies:</td>
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<td>Postage:</td>
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<td>Equipment:</td>
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<tr>
<td>Telephone:</td>
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<td>Printing:</td>
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<tr>
<td>Staff Training/Conferences:</td>
<td>$ xxx</td>
<td>$ xxx</td>
<td>$ xxx</td>
<td>$ xxx,xxx</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES:**

|                      | $ x,xxx                       | $ xx,xxx                        | $xxx,xxx                          | $xxx,xxx |

****Share of Federally Approved Indirect Costs:

|                      | $ x,xxx                       | $ x,xxx                         | $ x,xxx                           | $xxx,xxx |

**TOTAL EXPENSES INCLUDING DIRECT COSTS:**

|                      | $xxx,xxx                      | $xxx,xxx                        | $xxx,xxx                          | $xxx,xxx |

****NOTE: Agency must have an approved (federal) indirect rate to complete this information. Indirect funding is considered part of an overall cap of 10% on administration in these grant awards.
Please complete this agency profile for the total agency (all programs) and then for HIV/AIDS direct services only.

<table>
<thead>
<tr>
<th></th>
<th>TOTAL AGENCY</th>
<th>HIV/AIDS DIRECT SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BOARD OF DIRECTORS</td>
<td>STAFF</td>
</tr>
<tr>
<td></td>
<td>#</td>
<td>%</td>
</tr>
<tr>
<td>Native American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>African American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic or Latino(a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian or Pacific Islander</td>
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<tr>
<td>TOTAL MINORITY</td>
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<tr>
<td>TOTAL WHITE</td>
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<td>TOTAL WOMEN</td>
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<td>TOTAL MEN</td>
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<tr>
<td>Gay/Lesbian/ Bisexual</td>
<td></td>
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<tr>
<td>Transgender</td>
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<tr>
<td>PWHIV/PLWA*</td>
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</tr>
</tbody>
</table>

* Self-disclosure of HIV status is voluntary and is not required.

Please indicate whether or not your organization classifies itself as a “minority” organization: YES _____ NO _____

(A “minority” organization is one in which at least 51% of the board of directors and of the staff are persons of color.)

If your Board of Directors and/or staff are not reflective of the agency’s client population, briefly explain why and any steps taken to rectify this situation.
PAST PERFORMANCE/REFERENCES

AGENCY NAME: ______________________________________

COMPLETE THE TABLE BELOW FOR UP TO FIVE (5) PREVIOUS (NOT CURRENT) CONTRACTS YOU CONSIDER PERTINENT TO THIS PROPOSAL. YOU MAY LIST ONLY ONE CONTRACT HELD WITH THE CONTRA COSTA HIV/AIDS & STD PROGRAM.

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Grantor or Funder</th>
<th>Contract Period</th>
<th># Of Clients Expected to Be Served</th>
<th># Of Clients Served</th>
<th>Program Monitor &amp; Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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