

California Statewide Training Education Program
HIV/AIDS
Questions and Answers
April 6, 2012

The California Department of Public Health, Center for Infectious Diseases, Office of AIDS (OA), is responding to questions that are relevant to this application process.

Question	Answer
<p>1. What is the preferred ratio of trainings between treatment and benefits in one calendar year OA would like to see in the response to the RFA?</p>	<p>The preferred ratio of trainings between treatment and benefits in one calendar year would need to be determined through a needs assessment. Please refer to Page 14, Section 3, Administrative Requirements. It is the applicant's responsibility to propose the appropriate ratio of trainings.</p>
<p>2. Under which area would it be best to describe any subcontractors we may like to propose. We only see a consultant description area and not a subcontractor description.</p>	<p>Applicants, who plan to propose the use of subcontractor(s), should refer to Page 18, Section 8, Program Personnel. Please describe the specific responsibility the subcontractor will perform, and include the subcontractor name and address. In addition, please refer to Page 19, Section 9, Detailed Budget and include any expenses for the subcontractor under the category "Other Costs." Furthermore, please refer to Page 19, Section 10, Budget Justification/Narrative and provide a description and justification of the responsibilities for the use of subcontractor(s) and describe how the performance will be monitored by the applicant.</p>
<p>3. You refer to an "Executive Summary" in the Proposal Certification Checklist, but I could find no reference to it in the RFA. If it was left out, is it required, optional, or forbidden? If it is allowed, what is the page limit for it?</p>	<p>The reference to an Executive Summary on the Application Certification Checklist is an optional item and is not a requirement of the RFA. If an applicant submits an Executive Summary, there is no page limit restriction.</p>

<p>4. On pages 6 and 10, the RFA refers to the populations of providers eligible for the Treatment Education and Public Benefits Counseling trainings, respectively. How many potential participants do you anticipate needing training in any given year?</p>	<p>The prior CSTEP three-year agreement determined the appropriate number to be 52 trainings with an average of 12 participants per trainings. However, applicants applying under this RFA should not rely on or be bound by these figures. The number of trainings to be offered should be based on the required needs assessment. Please refer to Page 14, Section 3, Administrative Requirements. Applicants will need to propose their own estimate of the number of trainings that will be needed for the number of potential participants identified each year.</p>
<p>5. On pages 2 and 3, the RFA characterizes "the intent" of both "training curricula" as "educate and maintain a cadre of certified treatment educators" and "public benefits counselors," respectively? At any given time, how large of a cadre does OA intend to meet its goals?</p>	<p>It is the responsibility of the applicant to establish a cadre of certified treatment educators and benefits counselors throughout the state and to ensure that all goals of CSTEP are met. Therefore, the cadre of certified educators and benefits counselors should be determined by a specific need in statewide locations to ensure that there is sufficient coverage for each training.</p>