



California Department of Public Health
MEMORANDUM

DATE: April 22, 2022
TO: ALL INTERESTED PARTIES
FROM: Marisa Ramos, Ph.D.
SUBJECT: Addendum to Request for Applications (RFA) 22-10099

In an effort to provide clarification to those completing an application for the human immunodeficiency virus (HIV) preexposure prophylaxis (PrEP) and postexposure prophylaxis (PEP) Navigator Services Program RFA, Office of AIDS (OA) would like to provide additional guidance on how to answer questions in the Application Narrative Template (Attachment 5) which reference priority populations. For your convenience, we have identified these questions and provided additional clarification and/or guidance on how to answer them. Please see the attached guidance document.

Additionally, we have extended the application submission deadline to allow applicants additional time to complete their applications. Please review the updated Schedule of Events included with this memorandum as an attachment. The revised timeline is also listed below:

- Application submission deadline: **May 6, 2022**
- Notice of intent to award release: **May 26, 2022**
- Appeal deadline: **May 27, 2022**

For [questions related to this memorandum](#), please email PrEPNavRFA@cdph.ca.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Marisa Ramos', is positioned below the 'Sincerely,' text.

Marisa Ramos, Ph.D.
Office of AIDS Division Chief
Center for Infectious Diseases

Cc: Jesse Peck
Chief, HIV Prevention Branch
Office of AIDS

Karin Hill
Chief, Sexual Health and Program Resilience Section
Acting Chief, Business Innovation Section

Matthew Willis
Chief, Local Capacity Building & Program Development Unit
Office of AIDS

Tiffany Woods
Transgender Sexual Health/Community Engagement Specialist
Local Capacity Building & Program Development Unit
Office of AIDS

SCHEDULE OF EVENTS

| EVENT | DATE |
|--|---|
| <p><u>RFA Release</u> Available on the CDPH/OA website: https://www.cdph.ca.gov/Programs/CID/DOA/Pages/OA_RFA.aspx</p> | <p>March 18, 2022 By 5:00 P.M. PDT</p> |
| <p>Kick-off webinar</p> | <p>March 22, 2022 at 2:30 P.M. PDT</p> |
| <p>Deadline for submitting written questions</p> | <p>March 25, 2022 By 5:00 P.M. PDT</p> |
| <p><u>Answers to written questions</u> Available on CDPH/OA website: https://www.cdph.ca.gov/Programs/CID/DOA/Pages/OA_RFA.aspx</p> | <p>March 29, 2022 By 5:00 P.M. PDT</p> |
| <p>Deadline to submit <u>mandatory</u> Letter of Intent (LOI) See LOI template in Section 4.4.1</p> | <p>April 1, 2022 By 12:00 P.M. PDT</p> |
| <p>Application submission deadline</p> | <p>April 29 <u>May 6, 2022</u> By 12:00 P.M. PDT</p> |
| <p><u>Notice of Intent to Award released.</u> Available on CDPH/OA website: https://www.cdph.ca.gov/Programs/CID/DOA/Pages/OA_RFA.aspx</p> | <p>May 19 <u>May 26, 2022</u> By 5:00 P.M. PDT</p> |
| <p>Appeal deadline</p> | <p>May 20 <u>May 27, 2022</u> By 12:00 P.M. PDT</p> |
| <p>Anticipated contract start date</p> | <p>Upon Contract Execution</p> |

Application Narrative Template (Attachment 5) Clarification and Guidance

In an effort to provide clarification to those completing an application for the HIV PrEP and PEP Navigator Services Program RFA, OA would like to provide additional guidance on how to answer questions in the Application Narrative Template (Attachment 5):

- For the Application Narrative references to “Black/AA and/or Latinx” individuals, please replace “Black/AA and/or Latinx” with your specific priority population(s) described in your response to Question 1a of the Application Narrative Template.
- In Section 7, PEP and PrEP, Question 7h contains a typo. It reads: “Describe the EE’s existing capacity to link Black/AA or Latinx PLWH to PrEP in the last calendar year”. This question should read “Describe the EE’s existing capacity to link Black/AA or Latinx priority population(s) PLWH to PrEP in the last calendar year”.

For your convenience, we have identified all changes and provided additional clarification and/or guidance on how to answer them:

| Application Narrative Question | Question as written | Clarification/Guidance |
|--------------------------------|---|--|
| 1b | Provide an estimated number of Black/AA or Latinx individuals , and estimated individuals representing any identified subpopulations to be served by the project. | When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people). |
| 2 (all) | Projects must be innovative. OA defines “innovative” as the application of new ideas or promising practices that use the required approaches within this RFA to address the needs of Black/AA and/or Latinx populations as demonstrated by data. | When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people). |
| 3 (all) | Projects must use the required approaches outlined in the RFA. Describe how the project will implement the following in program planning, implementation and service delivery to Black/AA or Latinx . | When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people). |

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| 4c | <p>OA defines social networks as members or peers that are a part of the same social, sexual, or alcohol/drug using network that act as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. Describe how EE will utilize social networks to deliver and strengthen service delivery to Black/AA or Latinx populations.</p> | <p>When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people).</p> |
| 5f | <p>How will the EE's proposed program enhance and promote access to HIV testing for Black/AA or Latinx?</p> | <p>When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people).</p> |
| 6i | <p>Describe the EE's existing capacity to link Black/AA or Latinx PLWH to HIV care in the last calendar year:</p> | <p>When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people).</p> |
| 7f | <p>Describe the challenges and barriers among PEP and/or PrEP uptake among Black/AA or Latinx clients. What strategies will be deployed to avoid or overcome those barriers within this project?</p> | <p>When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people).</p> |
| 7h | <p>Describe the EE's existing capacity to link Black/AA or Latinx PLWH to PrEP in the last calendar year:</p> | <p>When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people).</p> <p>Additionally, PLWH should be omitted from the question.</p> |

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| 8b | Describe staff personal and professional experience working with Black/AA or Latinx populations . | When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people). |
| 8d | Describe how hiring or reassigning staff will fill gaps in serving the Black/AA or Latinx clients . | When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people). |
| 9b | List other agency funding used to provide HIV prevention services for Black/AA or Latinx populations . Include the funding source, activities being funded and when the funding will end. Describe how the proposed program will be distinct without duplicating services. | When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people). |
| 9c | Describe EE's ability to serve the Black/AA or Latinx clients . If a referral model or intra-agency collaborations are planned, describe the EE's relationships with those agencies that demonstrate expertise, history, and credibility working successfully in engaging the priority population(s), and also specify the policies and protocols that will ensure the services are delivered. Attach letters of support if collaborations are planned. | When providing a response, please replace Black/AA or Latinx with your specific priority population(s) (which may or may not include Black/AA or Latinx people). |