

# **HIV PrEP and PEP Navigation Projects**

**Pre-Application Webinar**



March 11, 2025

Office of AIDS

California Department of Public Health

Welcome and thank you for joining us for this pre-application webinar. We are so excited to share the HIV PrEP and PEP Navigation Projects RFA with you all as well as provide opportunity to receive any questions you may have for us.

We look forward to reading your applications and to seeing what the next round of this RFA will bring to California.

# Logistics

1

Type in your  
name, pronouns,  
and organization  
in the chat

2

All participants  
will be muted  
upon entry and  
throughout the  
duration of the  
webinar

3

Use the chat box  
for questions  
and/or  
comments

# Objectives

Develop a clear understanding of the RFA's purpose and requirements for submission

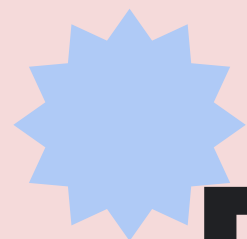
Identify ways to strengthen your application

Participate in an open forum to ask questions



The objectives of this presentation are for you to:

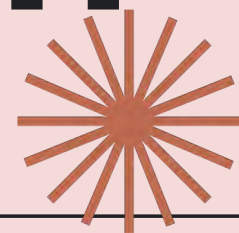
1. Develop a clear understanding of the RFA's purpose and requirements to submit your application
2. Identify ways that you can strengthen your application as we provide you with some helpful tips; and
3. Participate in an open forum by asking questions and commenting using the chat feature

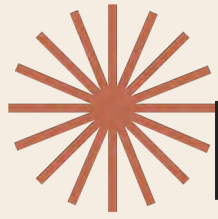


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# RFA Description

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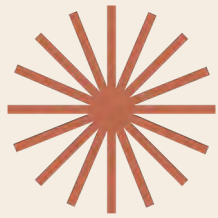
# Purpose

- Establish and integrate sustainable PrEP and PEP navigation within the agency
- Strengthen an existing PrEP and PEP navigation program within the agency

The purpose of this RFA is to [1] establish and integrate sustainable PrEP and PEP navigation within the agency, and [2] strengthen an existing PrEP and PEP navigation program within the agency.

We'd like to note that applicants who propose to establish and integrate a new PrEP and PEP navigation project will be eligible for additional points in the scoring process. In this context, a "new PrEP and PEP navigation project" is one that was not in operation before applying for these funds. Expansions and/or enhancements of existing programs do not meet this criteria.

By the end of the project, applicants should have effectively integrated and/or improved low-barrier access to PrEP and PEP into their existing structures by providing navigation services and benefits enrollment. A goal of this project is that these services should be sustainable and continued after the funding period.



# Priority Populations

Men who have sex with men (MSM), transmen who have sex with men (TMSM), and/or non-binary people who have sex with men (NBPSM) who identify as Black/African American (AA), Latinx, Native Hawaiian and other Pacific Islanders (NHOPI), and/or American Indian/Alaska Natives (AI/AN)

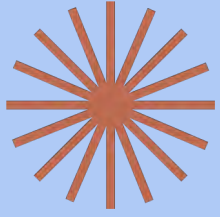
Transgender women

Black/AA and Latinx cisgender women

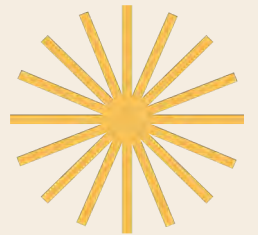
People who test positive for syphilis

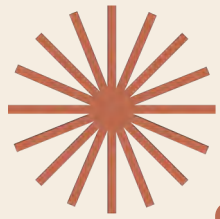
MSM with rectal gonorrhea or rectal chlamydia

Based on 2022 data from the California HIV Surveillance Report and the HIV/AIDS Epidemiology and Health Disparities Report, the primary priority population(s) for this RFA include: [1] men who have sex with men (MSM), transmen who have sex with men (TMSM), and/or non-binary people who have sex with men (NBPSM) who identify as Black/African American (AA), Latinx, Native Hawaiian and other Pacific Islanders (NHOPI), and/or American Indian/Alaska Natives (AI/AN), [2] transgender women, [3] Black/AA and Latinx cisgender women, [4] people who test positive for syphilis, and [5] MSM with rectal gonorrhea or rectal chlamydia.



Applicants who can demonstrate a proven record of success and outline a credible and complete plan for reaching **transgender women of color** and/or **youth ages 13-24** in any of these categories will be eligible for additional points during the RFA scoring process.





# Activities

## Required Activities

1. Navigate priority population(s) to low-barrier PrEP/PEP.
2. Implement evidence-informed strategies to engage priority population(s).
3. Provide PrEP adherence support and services.
4. Provide client access to appropriate social and support services.
5. Provide client access to benefits navigation and enrollment.
6. Provide client access to appropriate testing and treatment of STIs (i.e. including doxyPEP) or HIV.
7. Strengthen existing or develop new PrEP and PEP navigation programs and services.

## Recommended Activities

1. Mpox vaccine administration, outreach/education, and purchase of vaccines.

Funded projects will be required to make key activities easily accessible to clients, either by the applicant directly providing the service or indirectly through the applicant's referral network and partnerships. These activities are to: [1] navigate priority population(s) to low-barrier PrEP/PEP, [2] implement evidence-informed strategies to engage priority population(s), [3] provide PrEP adherence support and services, [4] provide client access to appropriate social and support services, [5] provide client access to benefits navigation and enrollment, [6] provide client access to appropriate testing and treatment of STIs (i.e. including doxyPEP) for HIV, and [7] strengthen existing or develop new PrEP and PEP navigation programs and services.

Recommended activities are optional and encouraged. These activities include mpox vaccine administration, outreach/education, and purchase of vaccines. Applicants proposing mpox vaccine administration and purchase should factor in the cost of this effort accordingly into their proposed budgets.

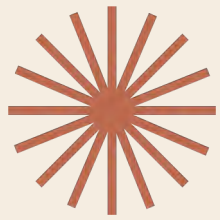


# Award Terms

- State General Funds in the amount of \$1.76 million will be awarded annually.
- CDPH/OA will fund six applicants with awards of \$290,000 annually for three years in duration.
- Work may begin upon receiving an executed grant.

Year	Dates
Y1	July 1, 2025 to June 30, 2026
Y2	July 1, 2026 to June 30, 2027
Y3	July 1, 2027 to June 30, 2028

- State General Funds establishes funding to support HIV PrEP and PEP navigation services to increase PrEP and PEP initiation and retention among individuals most vulnerable to HIV.
- For this RFA, \$1.76 million will be awarded annually, approved on an on-going basis
- And OA will fund 6 applicants with annual awards of \$290,000 for three years in duration.
- The anticipated project start date referenced in the Tentative RFA Timeline may vary due to the time required to finalize the agreements, obtain signatures, and process the agreements between awardees and OA. The tentative award period is (read the table).
- Work may begin upon receiving an executed grant. Work conducted outside the effective start and end date of the grant will not be eligible for reimbursement.



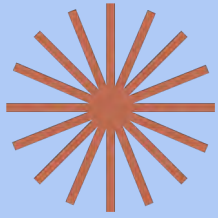
# Eligible Applicants

**Any LHD or CBO  
in California**

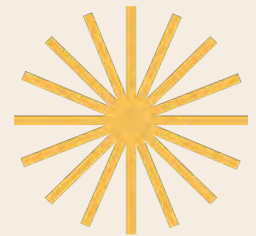
**Collaborations  
between LHDs  
and/or CBOs**

OA will award funding on a competitive basis. Applicants must demonstrate that they have the organizational capacity to fulfill the program and administrative requirements, including [1] providing enrollment for clinical HIV prevention services, [2] demonstrating how funding will be used to improve PrEP initiation and retention in the applicant's geographic area, and [3] demonstrating the capacity to provide culturally appropriate services to one or more priority populations.

Any local health department or community-based organization in California are eligible to apply for this funding. Applicants are encouraged to apply for this funding individually or in collaboration with other applicants to develop a comprehensive proposal that meets all requirements. Examples of collaborative applications may include a joint application from two or more LHDs, a partnership between a LHD and a CBO, or a joint application from multiple CBOs.



Existing and previously funded PrEP and PEP Navigator projects may apply for this funding, provided their proposal demonstrates that funds will be used to **develop a new component, focus on a currently unserved priority population, and/or serve a new geographic location** in their community where there are gaps in service for HIV prevention.



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# Application Submission

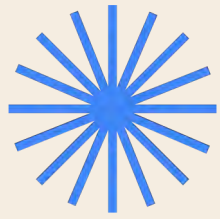


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In this next part, we will provide information about the application submission.

# Tentative RFA Timeline

Event	Date
RFA release	March 3, 2025 by 5 PM Pacific time
Pre-application webinar	March 11, 2025 at 1 PM Pacific time
Deadline for submitting written questions	March 14, 2025 by 5 PM Pacific time
Answers to written questions	March 21, 2025 by 5 PM Pacific time
Deadline to submit <u>mandatory</u> Letter of Intent (LOI)	March 26, 2025 by 5 PM Pacific time
Application submission deadline	April 14, 2025 by 5 PM Pacific time
Notice of Intent to Award released	May 30, 2025 by 5 PM Pacific time
Appeal deadline	June 6, 2025 by 5 PM Pacific time
Anticipated grant start date	Upon execution



# Required Attachments

**Application  
Certification  
Checklist**

**Application  
Cover Sheet**

**Executive  
Summary**

**Budget  
Template**

**Activities  
List**

**Application  
Narrative  
Template**

**Taxpayer ID**

**Payee Data  
Record**

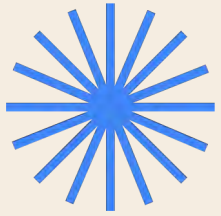
**Payee Data  
Record  
Supplement**

**Funding  
Summary**

**Letter of  
Support**

All applications will need these required attachments, which include the application certification checklist, application cover sheet, executive summary, budget template, activities list, application narrative template, taxpayer ID, payee data record, payee data record supplement, funding summary, and letter of support.

In order to receive these attachments to apply for this RFA, please send your letter of intent to [PrePNavRFA@cdph.ca.gov](mailto:PrePNavRFA@cdph.ca.gov) ASAP.

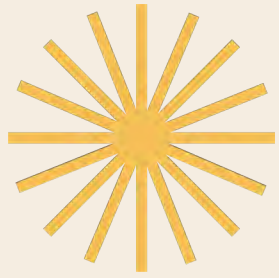


# What is a Letter of Intent?

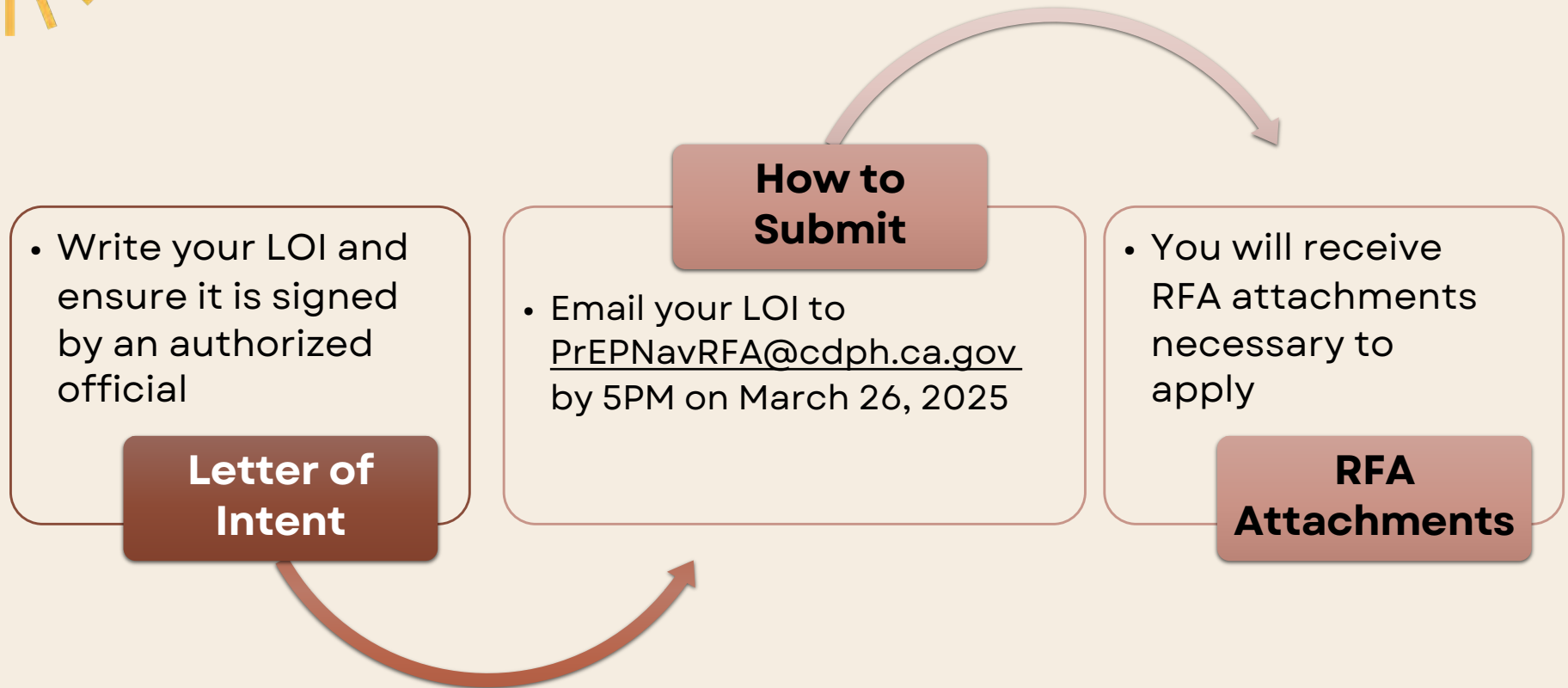
- A Letter of Intent (LOI) indicates a prospective applicant's intent to apply for the RFA.
- The LOI must be electronically signed by an official authorized to enter into a grant agreement. A typed signature will suffice.
- An example of the language for the LOI may be:

"This letter confirms that [name of applying agency] intends to apply for PrEP Navigation Services funding."

We wanted to provide additional information about the Letter of Intent (or LOI), which indicates a prospective applicant's intent to apply for the RFA.



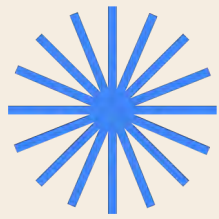
# Letter of Intent Submission



Before submitting your LOI, please ensure that it is signed by an authorized official. You can submit your LOI to [PrEPNavRFA@cdph.ca.gov](mailto:PrEPNavRFA@cdph.ca.gov) no later than 5PM on March 26, 2025. Once we receive your LOI, we will send you the attachments necessary to apply for this RFA.

We want to emphasize that the LOI is mandatory. Only applicants who submit a LOI will be provided the application attachments used to apply for this RFA. We recommend that you submit your signed LOI to the RFA email inbox ASAP.

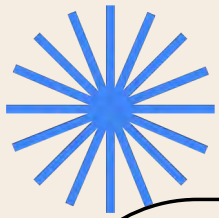




# What is the Funding Summary?

- The Funding Summary (Attachment 11) is a required document for applicants to identify and provide information on your agency's current funding sources.
- It informs CDPH/OA and the applicant's LHD of the various funding your agency currently receives.
- Funding source information is not used in award decisions.
- All applicants **MUST** complete and submit the Funding Summary; not doing so may result in disqualification.

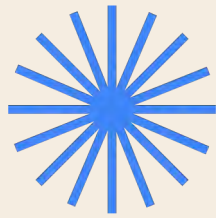
We also wanted to provide more information about the Funding Summary, which is Attachment 11.



# What is the Letter of Support?

- The Letter of Support (LOS, Attachment 12) is a required document confirming that the LHD is in support of the applicant's intent to apply for funding and (if awarded and applicable) may provide guidance on HIV data sharing and reporting to the agency.
- A LOS must be submitted for each jurisdiction where services will be provided.
  - Ex/ If the applicant proposes to provide services in both San Bernardino and Riverside counties, they must obtain a LOS from both counties.
- Applicants who are LHDs may submit the letter themselves.
- Applicants must submit a completed LOS with their application package or to [PrEPNavRFA@cdph.ca.gov](mailto:PrEPNavRFA@cdph.ca.gov) **within 30 days of submitting their application.**

We also wanted to provide more information about the Letter of Support (or LOS), which is Attachment 12.



# Submission Requirements

**Submit mandatory Letter of Intent (LOI)**

**Must be signed by an authorized official**

**Use provided application templates**

**Do not send your application as one single PDF**

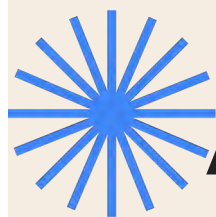
**Follow ALL requirements**

**No late applications**

**Do not send us the budget guidance**

This slide shows the requirements for your application submission:

- Mandatory letter of intent (LOI) DUE March 26 by 5PM
- Must be signed by an authorized official (an electronic signature or typed name can be accepted)
- Use the provided application templates. Submit attachments in the format in which they were provided. Narrative applications must be in 11-point Arial font.
- Do not send your application as one single PDF.
- Follow ALL of the requirements in the RFA and attachments. Applicants that do not follow all requirements may not be considered.
- Late applications will not be accepted.
- Do not send us the budget guidance. This is for your reference in completing your budget template only.
- Submit to [PrEPNavRFA@cdph.ca.gov](mailto:PrEPNavRFA@cdph.ca.gov)



# Application Review Process

**Complete applications reviewed by CDPH/OA staff**



**Each application will be scored by committee**



**Scores based on quality, completeness, and response**

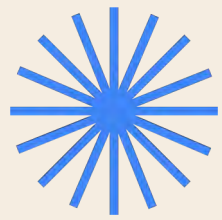


**Highest scored applications considered for funding**



**CDPH/OA Division Chief will make award decisions**

1. Complete applications will be submitted to an evaluation committee convened by OA
2. The committee will review and assign scores to each application
3. Applications will be evaluated in each category based on the quality/completeness of its response to California's needs, and the likelihood of maximally reducing new HIV infections
4. Highest scoring applications will be presented to OA management for funding consideration
5. Final approval of awardees will be made by the OA Division Chief



# Helpful Tips

**Be responsive and specific**

**Write as if we don't know your organization**

**Be explicit and use formatting for emphasis**

**Describe approaches**

**Discuss prior/current successful best practices**

**Budget appropriately**

**Use local surveillance data**

**Community involvement**

**Sell your proposal**

**Keep it jargon-free**

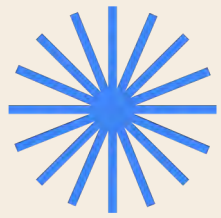
**Proofread and peer review**

Here are some helpful tips that will prepare your application:

- When responding to the narrative questions, be mindful that the narrative should be specific, succinct and responsive to the statements and questions as outlined.


- Write as if we don't know your organization. Or in other words, don't assume that CDPH/OA knows your organization or is an expert in your field/work you do.
- Explicitly state and emphasize numbers, priority populations, and program approaches by using **bold**, underline and *italics* and other formatting techniques.
- Tell us how you will use the effective programmatic approaches in your program planning and delivery. Please note that applicants will be required to weave effective approaches throughout their narrative. A link to the effective approaches document is available in the RFA.
- Inform us about prior or current successful practices you intend to use to bolster this project.
- Ensure your proposed budgets fully utilize available funding levels for the award in which you are applying.
- Utilize your **local** HIV surveillance data to make informed programmatic decisions.
- Involve members of the community for which this funding will support, to weigh in on proposed activities.
- Don't state the obvious, sell yourself.
- Keep your language jargon free and spell out your local acronyms.
- Proofread and solicit peer review of your application before submitting.

**Our advice to applicants would be focus on selling us their specific proposal, not explaining to us why they the need to serve priority populations (we already know this!).**



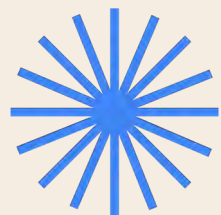
# Helpful Tip on Application Narrative Template

- On the Application Narrative Template, note that for each question, applicants will only be scored based on the narrative written within that specific response box.
- Include all pertinent details within the appropriate box to ensure that the response to each question can be fully evaluated.

<b>Program and Community Engagement – 10 points</b> <ol style="list-style-type: none"><li>1. Describe current or planned innovative strategies to engage the priority population(s).</li><li>2. Describe how you will provide public health detailing to PrEP prescribers and their staff (including pharmacists).</li></ol>
Response: 

On the Application Narrative Template (Attachment 7), note that for each question, applicants will only be scored based on the narrative written within that specific response box. Include all pertinent details within the appropriate box to ensure that the response to each question can be fully evaluated.

As an example, we've included a screenshot of a section within the narrative template. The response box is highlighted in yellow, and this is where you can include your narrative response.



# Helpful Tip on Budget Template

- On the Budget Template, you can leave the SOW Reference column blank.

**Budget Template**  
**Exhibit B, Attachment 5**  
Budget Detail  
Term July 1, 2025 - June 30, 2028

Personnel		Year 1			Year 2			Year 3			Totals
Position Title	SOW Reference	FTE	Avg. Salary	Budget	FTE	Avg. Salary	Budget	FTE	Avg. Salary	Budget	
		1.000		\$0	1.000		\$0	1.000		\$0	\$0
		1.000		\$0	1.000		\$0	1.000		\$0	\$0
		1.000		\$0	1.000		\$0	1.000		\$0	\$0
		1.000		\$0	1.000		\$0	1.000		\$0	\$0
		1.000		\$0	1.000		\$0	1.000		\$0	\$0

Another helpful tip is that on the Budget Template (Attachment 5), you can leave the SOW Reference on column B blank. This specific column won't be scored during the application review process.

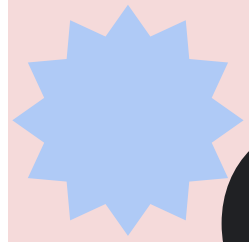
Please fill out the other columns and tabs completely as the budget template will be scored.



# Scoring Breakdown

Section	Points
Yes/No Checkbox Questions	20
Effective Programmatic Approaches	15
Demonstration Project Status	10
Priority Population(s)	15
Program and Community Engagement	10
PrEP and PEP Navigation	15
PrEP and PEP	15
HIV/STI Testing	15
Pharmacies	5
Staffing and Staff Training	10
Organizational Capacity	10
Budget Scoring	15
<b>TOTAL POINTS</b>	<b>155</b>

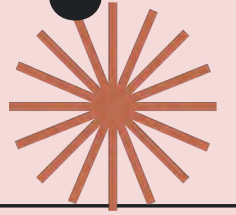
This slide shows the breakdown of points for each narrative section and the budget scoring. The total maximum points possible is 155 points.



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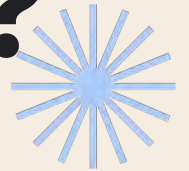
# Questions?

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# Additional Questions?



**Send questions to [PrEPNavRFA@cdph.ca.gov](mailto:PrEPNavRFA@cdph.ca.gov)**

**Question submission deadline: March 14, 2025**

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# Thank You

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