

**California Department of Public Health (CDPH)
Center for Infectious Diseases
Office of AIDS (OA), HIV Prevention Branch**

**HIV Prevention Demonstration Projects Request for Applications (RFA)
Number 14-10607
RFA Release Date: 10/15/2014**

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HIV PREVENTION DEMONSTRATION PROJECTS

SCHEDULE OF EVENTS

| <u>Event</u> | <u>Date</u> |
|---|-------------------------------------|
| RFA Release Available on the CDPH, OA website: http://www.cdph.ca.gov/programs/aids/Documents/14-10607RFAHIVPrevDemo.pdf | Wednesday, October 15, 2014 |
| Deadline for Submitting Written Questions | Friday, October 24, 2014 |
| Answers to Written Questions Available on OA website: http://www.cdph.ca.gov/programs/aids/Pages/OARFAPrevDemoProject.aspx | Friday, October 31, 2014 |
| Deadline to Submit Letter of Intent (Mandatory) | November 7, 2014 |
| Application Submission Deadline | Friday, December 5, 2014 |
| Notice of Intent to Award Released. Available on OA website: http://www.cdph.ca.gov/programs/aids/Pages/tOAPrevention.aspx | Friday, December 19, 2014 |
| Appeal Deadline | Tuesday, December 30, 2014 |
| Contract Start Date | February 1, 2015 |

A.Introduction

OA is responsible at both the individual and population levels for enacting policies and programs that achieve the primary goals of: (1) minimizing new HIV infections, (2) maximizing the number of people with HIV infection who access appropriate care, treatment, support, and for [Prevention with Persons with HIV](#); and (3) reducing HIV/AIDS-related health disparities.

OA is soliciting responses to this RFA from eligible entities (EEs) for funding for the delivery of innovative, evidence-based approaches for: 1) outreach; 2) HIV and hepatitis C virus (HCV) screening; and 3) linkage to, and retention in, quality health care for the most vulnerable and underserved individuals at high risk for HIV infection. This funding for demonstration projects was established by Senate Bill 870 (Committee on Budgets, Chapter 40, Statutes of 2014), signed into law by Governor Edmund G. Brown, Jr. on June 20, 2014. EE's are defined as: (1) local health jurisdictions (LHJs) listed in "Section D, Eligible Entities"; or (2) any community based organization (CBO) in any of the LHJs listed in "Section D".

B. Purpose of the RFA

- Promote increased access to HIV screening among vulnerable and underserved individuals and populations, including African American men who have sex with men (MSM), Latino MSM, and injection drug users (IDUs).
- Improve linkage to and retention in HIV care among those populations, and/or other populations which the applicant demonstrates are “vulnerable and underserved”.
- Among target populations, provide access to HCV screening for the subset of individuals for whom it is indicated (current IDU, history of IDU, adults born 1945 through 1965, persons with certain medical conditions, and prior recipients of transfusions or organ transplants). For a complete list of Centers for Disease Control and Prevention (CDC) HCV testing recommendations, please refer to www.cdc.gov/hepatitis/hcv/guidelinesc.htm.
- Implement strategies that are capable of replication and expansion on a statewide basis.
- Develop and disseminate information regarding best practices and the lessons learned for use by other providers, OA, CDPH, federal departments and agencies, including the Department of Health and Human Services, and other national HIV/AIDS groups.

This RFA is aligned with the National HIV/AIDS Strategy (NHAS), which directs federal HIV prevention funding allocations to the jurisdictions and communities where HIV is most heavily concentrated, and prioritizes resource distribution to activities most likely to reduce HIV transmission. The NHAS asserts that combinations of scientifically proven, cost-effective, and scalable activities delivered to targeted populations in the right geographical areas holds the greatest promise for increasing the impact of HIV prevention efforts.

This funding is meant to support scientifically proven, high impact and innovative implementation of HIV prevention programs to reduce new HIV infections, increase the number of HIV-positive persons who are aware of their status, increase access to care, improve linkage and retention in care, improve health outcomes, reduce health disparities, and achieve maximal results in addressing the HIV/AIDS epidemic in California.

This funding opportunity is intended to increase access to HIV-related screening and health care coverage and to enhance patient engagement within the HIV care system. Applicants should propose the use of evidence-based interventions tailored for specific under-represented communities with documented health outcome disparities such as IDUs, African American MSM, and Latino MSM. The funding focuses on addressing barriers to engagement and retention in care among underserved and vulnerable populations with a high risk for HIV infection. Expected results include: identification of newly diagnosed HIV positive individuals; identification of newly diagnosed HCV and HIV/HCV co-infection; successful navigation through the HIV Continuum of Care; and resulting reduction in HIV transmission (see Attachment 1).

C. Contract Terms and Funding

State General Fund local assistance in the amount of \$2.85 million was approved to establish up to four public health demonstration projects to reach individuals at high risk for HIV infection. Upon an appropriation for this purpose in the annual California State Budget Act, OA will award funding on a competitive basis to up to four demonstration projects. OA will determine the funding levels of each demonstration project based on scope described in responses to this RFA and geographic area.

The terms of the resulting contracts will be:

| | |
|-------------|-----------------------------------|
| Year One: | February 1, 2015 to June 30, 2015 |
| Year Two: | July 1, 2015 to June 30, 2016 |
| Year Three: | July 1, 2016 to January 31, 2017 |

All funding is contingent on the availability and continuation of state general funds allocated for this purpose.

D. Eligible Entities

OA has determined that the LHJs representing more than 98 percent of all living California HIV/AIDS cases, and CBOs within those jurisdictions that meet RFA criteria are defined as EEs. The primary applicant must be one of the listed LHJs or an eligible CBO within that LHJ. However, primary applicants can elect to include satellite sites in an adjacent jurisdiction.

These LHJs are:

| | | | |
|--------------------|----------------|---------------|------------|
| Alameda | Monterey | San Francisco | Solano |
| Contra Costa | Orange | San Joaquin | Sonoma |
| City of Long Beach | Riverside | San Mateo | Stanislaus |
| Fresno | Sacramento | Santa Barbara | Ventura |
| Kern | San Bernardino | Santa Clara | |
| Los Angeles | San Diego | Santa Cruz | |

EEs are encouraged to apply for this funding individually or in collaboration with other EEs in order to develop comprehensive proposals for implementing, integrating, and sustaining activities that support outreach, HIV and HCV screening, and linkage to and retention in health care for vulnerable and underserved individuals. Any eligible CBO within an eligible LHJ can apply directly to OA. The resulting demonstration projects will result in two year contracts. Demonstration projects should be designed to be capable of replication and expansion on a statewide basis. At the conclusion of the demonstration projects, OA shall review the effectiveness of each project and make a determination of whether the demonstration project model can be implemented on a statewide basis.

Applicants are encouraged to develop applications appropriate to their regions, based on strong local partnerships and tailored to service population characteristics. Ideal proposals will demonstrate innovation as well as the ability to outreach to, test, and link to care the focus population(s). They will generate a system-wide focus on retaining clients in care and prevention, and will link clients with health, psychosocial and ancillary support services in both health and community-based settings, in order to achieve project goals. Applicants should leverage new or existing resources within their LHJ for HIV and HCV screening and outreach, linkage, and retention in care activities that address the needs of vulnerable and underserved individuals at high risk for HIV infection. The activities required to create sustainable programs will vary by setting and funding recipient. Applicants must demonstrate the ability to utilize third party payers and leverage any applicable funding sources, such as Health Resource Services Administration Ryan White Care funds, to sustain these activities and interventions beyond funding for the demonstration projects.

E. Program Requirements

The following section includes a complete description of the program requirements of the RFA. All activities and deliverables described below must be addressed in the “Scope of Work” section of each applicant’s RFA submission.

Applicants must address and describe program goals and proposed activities to be funded for each of the following priorities: HIV screening, HCV screening for populations or individuals at high risk for HCV, outreach and linkage to HIV prevention and care services, retention in HIV care, and a local evaluation plan. Also specify a date or time period to indicate when each proposed activity will be accomplished. The time periods/dates shall cover the entire contract period, and shall correspond to the proposed budget.

Applicants must also describe the EE’s qualifications to undertake the proposed work. If applicants intend to conduct some activities directly and others via collaboration (for example, if you will be collaborating with other providers to address linkage or retention in care services for target populations), these collaborations must be specifically described. Activities should emphasize innovative and evidence-based approaches, and should target underserved individuals, populations with health disparities, and individuals at risk for failing to access or remain in care.

1) HIV and HCV Screening

- a) Specifically identify the venue(s) that will be performing HIV and HCV screening.
- b) Describe the assessment process for determining which screening(s) should be offered (i.e., HIV or HIV/HCV).

2) Linkage to HIV Prevention and Care Services

- a) Outline the steps for HIV positive results disclosure and how these will be documented.
- b) Describe how you will ensure comprehensive assessment and referral to support clients’ identified needs from diagnosis to retention in HIV care.
- c) Describe the process for ensuring that, at the time of HIV diagnosis, clients are provided with timely and direct assistance in making and attending the initial care appointment. Include a method of measuring and reporting the amount of time and effort needed to link and retain positive clients to care.
- d) Describe the process for providing linkage to HIV care within 90 days of receiving HIV test results, as confirmed by an HIV care medical visit or related laboratory result such as viral load or CD4.
- e) Describe the process of offering, tracking and reporting referrals to prevention services such as partner services. If applicants plan to coordinate with outside providers for linkage to HIV care and/or prevention services, **letters of support will be required** (see Section G (f) – Instructions for RFA Submission).

3) Retention in HIV Care

- a) Define barriers that prevent optimal engagement in HIV care, outline strategies for overcoming them, and report the barriers and strategies.
- b) Outline strategies to identify those at risk of being lost to care, help them remain in care, and report the efforts made to keep them in care.
- c) Describe which evidence-based interventions will be used to support engagement and retention in care.

- d) Describe or provide examples of culturally appropriate information scaled to client health literacy level that will be used.
- e) Describe the process for assisting clients in planning for HIV infection disclosure and stigma-related issues.

4) Evaluation Plan and Progress Reports

- a) Describe the local monitoring and evaluation planning and implementation activities for all required components. Be specific about plans to collect, organize and report data to OA for each project priority (i.e., HIV and HCV screening, outreach and linkage to HIV prevention and care services, and retention in HIV care).
- b) Describe proposed approaches for fostering public-private collaboration in data collection. For example, when monitoring linkage and retention in care activities, applicants may need to establish procedures for collecting client information from private medical providers.
- c) Provide SMART (specific, measurable, appropriate, realistic, time-phased) objectives related to achieving outcomes for each project priority. SMART objectives need to include process objectives as well as outcome objectives.
- d) Describe data collection and data management methods, including data entry, data organization and data submission to OA Prevention Program and other reportable entities (e.g., HIV Care and HIV Surveillance). Include information on data system(s) used to collect the data. Please note that all grantees will be required to submit data using the same or very similar formatting and structure, including submission of testing data for non-negatives via the Local Evaluation Online (LEO) reporting system (see Attachment 2). Other required data elements, formatting and structure will be determined after OA has assessed submitted applications.
- e) Applicants must commit to timely provision of required data in formats provided by OA. Complete data for patients testing HIV positive must be entered on a form that will be provided by OA and entered by the grantee into LEO (see Attachment 3). Any venue receiving funding for this project can be set up and trained to enter data into LEO. To ensure consistency between similar project models, details about specific measurement requirements will be finalized in collaboration with awardees once funding decisions have been made.
- f) Awardees will be required to submit quarterly progress reports using a template provided by the OA Prevention Program. Progress reports will include narrative updates on activities, tracking and reporting of clients served, and monitoring and evaluation of process objectives and outcome measures. There will be the possibility of additional data submission depending on project needs and outcomes.

5) EE Capability

Please describe any:

- a) Leadership on access to HIV care and testing issues and experience addressing the needs of highly marginalized populations in accessing medical and HIV care and support.
- b) Experience with the target population or relationships with community-based organizations or nongovernmental organizations, or both, that demonstrate expertise, history, and credibility working successfully in engaging the target populations.
- c) Experience working with nontraditional collaborators who work within and beyond the field of HIV/AIDS education and outreach, including areas of reproductive health, housing, immigration, and mental health.

- d) Relationships with community-based HIV health care providers that have the trust of the targeted populations.
- e) Relationships with the state and local health departments.
- f) Capacity to coordinate a communitywide planning phase involving multiple community collaborators.
- g) Experience implementing evidence-based programs or generating innovative strategies, or both, with at least preliminary evidence of program effectiveness.
- h) Administrative systems and accountability mechanisms for grant management.
- i) Capacity to participate in evaluation activities.
- j) Communication systems that are in place to participate in public relations activities.

F. Questions and Evaluation Process

1. Questions Regarding this RFA or Discovery of Problems or Errors

If, upon reviewing this RFA, a potential applicant has any questions regarding this RFA, discovers any problems, including any ambiguity, conflict, discrepancy, omission, or any other error, the applicant shall immediately notify OA in writing, to be delivered via e-mail, and request clarification or modification of this RFA.

All such inquiries shall identify the author, EE name, address, telephone number, and e-mail address and shall identify the subject in question, specific discrepancy, section and page number, or other information relative to describing the discrepancy or specific question.

Questions/inquiries must be received by 5 p.m., PDT, on **Friday, October 24, 2014**. Questions will be accepted via e-mail to the address below.

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|--|
| E-mail Address |
| DemonstrationProjects@cdph.ca.gov |

All questions and responses will be posted and available on the OA website at: <http://www.cdph.ca.gov/programs/AIDS/Pages/Default.aspx> by **5 p.m. PST on Friday, October 31, 2014**. Specific inquiries determined to be unique to an applicant will be responded via e-mail to the requestor only.

If a prospective applicant fails to notify OA of any problem or question known to an applicant by the date indicated in this section, the applicant shall submit an application at his/her own risk. Prospective applicants are reminded that applications are to be developed based solely upon the information contained in this document and any written addenda issued by OA.

2. Application Evaluation Process

Shortly after the application submission deadline, OA will evaluate each application to determine the responsiveness to the RFA requirements as compared to other applications received. Applicants selected for final review will be contacted for scheduling a pre-award site visit which will be a scored component of the evaluation criteria. Applications found to be non-responsive at any stage of the

evaluation, for any reason, will be rejected from further consideration. **Late applications will not be reviewed.**

OA may reject any or all applications and may waive any immaterial defect in any application. OA's waiver of any immaterial defect shall in no way excuse the applicant from full compliance with the contract terms if the applicant is awarded the contract. No changes in subcontractors or changes in staffing are allowed after a contract is awarded without OA approval of a formal contract amendment.

a. Grounds for Rejection

Circumstances that will cause an application package to be deemed non-responsive include:

- Applicant failed to submit a Letter of Intent by the deadline required by this RFA.
- The application is received after the deadline set forth in this RFA.
- Failure of the applicant to complete required forms and attachments as instructed in this RFA or as instructed in the attachments.
- Failure to meet format or procedural submission requirements.
- Applicant provides inaccurate, false, misleading information or statements.
- Applicant is unwilling or unable to fully comply with proposed contract terms.
- Applicant supplies cost information that is conditional, incomplete, or contains any unsigned material, alterations, or irregularities.
- Applicant does not meet the minimum qualifications set forth in this RFA.

OA may, at its sole discretion, correct any obvious mathematical or clerical errors. OA reserves the right to reject any or all applications without remedy to the applicants. There is no guarantee that a contract will be awarded after the evaluation of all applications if, in the opinion of OA, none of the applications meet California's needs.

b. Standard Application Review Process

Applications from EEs that meet the format requirements and contain all of the required forms and documentation will be submitted to an evaluation committee assembled by OA that will assign numeric scores to each responsive application. Each application will be reviewed and scored in each category listed below in comparison to all applications received based upon the adequacy and thoroughness of its response to OA's needs and RFA requirements. The evaluation and scores will constitute recommendations to OA management. Final approval of awardees will be made by the OA Division Chief.

Four evaluation criteria are shown below along with the maximum number of points possible. **Total possible points are 350.** Only applications receiving a score of 210 points or more will be considered for funding. Applications receiving a score of less than 210 points will be considered technically deficient and will not be considered for funding. There is no guarantee that scoring above 210 will result in funding or funding at the level indicated.

| <u>Category</u> | <u>Maximum</u> |
|--------------------------------|-------------------|
| Scope of Work | 150 points |
| Personnel Narrative | 50 points |
| Budget Narrative Justification | 75points |
| Pre-Award Site Visit | <u>75 points</u> |
| Total | 350 points |

G. Instructions for RFA Submission

1. Letter of Intent – Mandatory – Due Friday, November 7, 2014

Prospective applicants are **required** to submit the Letter of Intent to OA indicating their intent to submit an application in response to this RFA. The Letter of Intent must be signed by an official authorized to enter into a contractual agreement on behalf of the EE. The Letter of Intent must be sent via e-mail to the address below. Applicants that fail to submit a Letter of Intent by the specified deadline are precluded from submitting an application for consideration.

| E-mail Address |
|--|
| DemonstrationProjects@cdph.ca.gov |

2. Application Submission Requirements

The format must allow at least one-inch margins at the top, bottom, and sides. All pages must be numbered sequentially. The size of the lettering must be at least an 11-point font. Page limits specified in a-j below must be adhered to.

EEs intending to submit an application are expected to thoroughly examine the entire contents of this RFA and become fully aware of all the deliverables outlined in this RFA. Applications are to be developed solely on the material contained in this RFA and any written RFA addendum issued by OA. The following is the order in which sections in the application must be submitted. A **complete application package (a-j)** must be submitted. A brief description of each section to be included is given below:

- a) Table of Contents (one page limit)
Include a Table of Contents immediately after the cover sheet. The Table of Contents must display page numbers for each section listed.
- b) Application Cover Sheet (one page limit)
Complete the application cover sheet (Attachment 4). This sheet must signed by an official authorized to enter into a contractual agreement on behalf of the EE.
- c) Application Certification Checklist (one page limit)
Complete the checklist (see Attachment 5). This sheet will serve as the guide to make certain that the application package is complete, and to ensure that the required documents are organized in the correct order
- d) Executive Summary (one page limit)
Include a one-page executive summary of the proposed program and how it will be integrated with the EE's current activities.
- e) Scope of Work (15 page limit)

Provide a Scope of Work covering the funding period, from February 1, 2015 through January 31, 2017. This section must include complete descriptions of your plan to carry out Section E - Program Requirements, page 4 of this RFA. Activities, deliverables and capability described in this RFA must be included in the Scope Work.

f) Personnel (four page limit)

This section must describe how the project will be staffed. Describe the personnel policies and procedures which exist within your organization to assure that qualified staff are recruited, well trained and supervised.

Provide an EE organizational chart that indicates all of the staff to be assigned to this project, including the lines of authority and reporting relationships.

Applicants who plan to use specially qualified experts as consultants, aside from regular project staff, must identify these individuals and describe the need for hiring a consultant and the specific responsibilities of the consultant.

If the project includes a subcontractor(s), the applicant's "Scope of Work" must describe exactly what responsibilities the subcontractor will assume. In this "Personnel" response, describe exactly how the subcontractor's performance will be monitored by the applicant. Notwithstanding the existence of any subcontractors, the selected applicant will be ultimately responsible for performance of all terms and conditions under the resulting contract. If subcontractors have been identified by name and will be used, **include a Letter of Support from each proposed subcontractor. Letter(s) of Support will not be counted towards the page limit.**

g) Budget Justification Narrative (no page limit)

Provide a Budget Justification Narrative **for each funding period:**

Year One: February 1, 2015 to June 30, 2015
Year Two: July 1, 2015 to June 30, 2016
Year Three: July 1, 2016 to January 31, 2017

See Attachment 6, Budget Justification Narrative Guidance, for a description of what each line item should include. The budget justification narrative must identify the amount requested for the following categories in this order: Salaries/Wages, Fringe Benefits, Consultant Costs, Equipment, Supplies, Travel, Other, Contractual Costs, and Indirect Costs.

In addition, the budget justification narrative must explain and justify in a narrative format both in-kind services and those which would be funded by the contract which results from this RFA. For example, the salaries line item should list each position that is funded under this budget. Include a brief explanation of each position's major responsibilities, and the time allocation to be funded by the contract which results from this RFA. For the operating expenses category, provide a general description of expenses included in the budget line item. Proposed consultants must indicate the number of contracted hours and costs associated with hiring a consultant for the project. All subcontractor(s) shall be listed by name and address in the application. *Please Note: The cost of developing the application for this RFA is entirely the responsibility of the applicant and shall not be chargeable to the State of California or included in any cost elements of the application.*

h) Required Forms/Documentation

- Payee Data Record: A completed Payee Data Record, STD. 204, is required for payments to entities and will be kept on file at CDPH (see Attachment 7).
- Copy of the most recent independently audited financial report.

4. Application Submission Instructions

Applications must be submitted via e-mail to the address below by 5 p.m. PST on Friday, December 5, 2014.

| E-mail Address |
|--|
| DemonstrationProjects@cdph.ca.gov |

5. Notification of Intent to Award

Notification of the State's intent to award contracts for the HIV Prevention Demonstration Projects will be posted online at OA's Web site at: <http://www.cdph.ca.gov/programs/AIDS/Pages/Default.aspx> by 5 p.m. PST. Friday, December 19, 2014, that identifies the contractor(s) awarded. Additionally, a letter will be e-mailed to all applicants notifying them as to the status of their application.

6. Disposition and Ownership of the Application

All materials submitted in response to this RFA will become the property of OA and, as such, are subject to the Public Records Act (Government Code Section 6250, et seq.). OA shall have the right to use all ideas or adaptations of the ideas contained in any application received. The selection or rejection of an application will not affect this right. Within the constraints of applicable law, OA shall use its best efforts not to publicly release any information contained in the applications which may be privileged under Evidence Code 1040 (Privileged Official Record) and 1060 (Privileged Trade Secret) and which is clearly marked "Confidential" or information that is protected under the Information Practices Act.

7. Contract Award Appeal Procedures

An applicant who has submitted an application and was not funded may file an appeal with OA. Appeals must state the reason, law, rule, regulation, or practice that the applicant believes has been improperly applied in regard to the evaluation or selection process. There is no appeal process for applications that are submitted late or are incomplete. Appeals shall be limited to the following grounds:

- a) OA failed to correctly apply the application review process, the format requirements or evaluating the applications as specified in the RFA.
- b) OA failed to follow the methods for evaluating and scoring the applications as specified in the RFA.

Appeals must be sent by email to DemonstrationProjects@cdph.ca.gov and received by **Tuesday, December 30, 2014**. The Division Chief of OA, or her designee, will then come to a decision based on the written appeal letter. The decision of the Chief of OA, or her designee, shall be the final remedy. Appellants will be notified by email within 15 days of the consideration of the

written appeal letter. OA reserves the right to award the contract when it believes that all appeals have been resolved, withdrawn, or responded to the satisfaction of OA.

8. Miscellaneous RFA Information

The issuance of this RFA does not constitute a commitment by OA to award contracts. OA reserves the right to reject any or all applications or to cancel this RFA if it is in the best interest of OA to do so.

The award of a contract by OA to an entity that proposes to use subcontractors for the performance of work under the resulting contract shall not be interpreted to approve the selection of subcontractors. Subcontractors can only be added or changed after a contract is awarded with OA approval of a formal contract amendment. In the event a contract is entered into, but later terminated, OA has the option to enter into a contract with the available entity or organization having the next highest score in the evaluation process and so on for completing the remaining contract work.

In the case of any inconsistency or conflict between the provisions of the resulting contract, this RFA, addenda to this RFA, and an applicant's response, such inconsistencies or conflicts will be resolved by first giving precedence to the contract, then to this RFA, any addenda, and last to the applicant's response. OA reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

9. Contractual Obligations

The successful applicant must enter into a contract that will incorporate, by reference, this RFA as well as the application submitted in response to this RFA. In addition, please review Attachment 8, Special Terms and Conditions – Contract Provisions. It is suggested that applicants carefully review these contract provisions for any impact on your application and/or to determine if the EE will be able to comply with the stated terms and conditions, as little or no deviation from their contents will be allowed.

Individual meetings with OA and each selected contractor shall take place within 60 days after release of the Notice of Intent to Award. The purpose of the meetings will be to assure a common understanding of contract purposes, terms, budgets, timelines and related issues.

H. Attachments

- 1: Data Reporting Requirements for Those Testing HIV Negative
- 2: Data Reporting Requirements for Those Testing HIV Positive and Preliminary Positive
- 3: Application Cover Sheet
- 4: Application Proposal Certification Checklist
- 5: Eligible Entity Information Sheet
- 6: Payee Data Record
- 7: Budget Narrative Descriptions
- 8: Contract Provisions: Special Terms and Conditions