

Project Empowerment Pre-Application Webinar Questions

1. Is there a template for the Letter of Intent (LOI)?

There is no template for the LOI. All LOI's must include the award track and amount the prospective eligible entity (EE) will be applying for and must be signed (only wet signatures or electronic signatures will be accepted. Typed signatures in script or any other font will not be accepted) by an official authorized to enter into a contractual agreement on behalf of the EE.

2. If an entity is awarded funding as a lead applicant, does that preclude the possibility of being awarded funding as a subcontractor on a separate application?

No, it does not. Applicants can operate as a subcontractor under a contract awarded to an LHJ and also be awarded as a lead organization under a separate award.

3. Is this considered federal money? i.e. does it add to the threshold for needing an OMB-133 circular audit?

No, this is State funding appropriated under the annual Budget Act.

4. Does the 50% to Community Based Organizations (CBOs) include pass-through? That is, if an LHJ passes some funding through to a subcontracted CBO, does that count toward the 50%? And vice versa---if a CBO is the lead, but subs to an LHJ or non-CBO, do those dollars count toward your 50%?

No, the 50% will only apply to those CBOs being awarded as the lead awardee, not those that are operating as subcontractors.

5. Is the award for the entire 4-year period or is it an annual award?

Project Empowerment allows for \$4.5 million in state General Fund local assistance annually, over a 4-year period.

6. Can you clarify what is meant by "no new media" on the \$250K awards? Would it be possible to use social media for recruitment in this award type but just not develop a new campaign or app?

New media may only be developed by \$1 million awardees for Tracks A or B. Awardees receiving \$250 million and \$100 million, may not use funding to develop large scale, mass media campaigns that include, but are not limited to social networking sites, mobile applications, internet sites, video, etc. Social media may be utilized by these awardees for recruitment, as

long as they are specifically geared toward their proposed population or sub-populations and have no cost associated with them.

7. Is this Federal pass through \$?

No, this is State funding appropriated under the annual Budget Act.

8. Can Tracks A&B pay for some staffing as well?

Yes.

9. Do all approaches have to be proposed?

There are seven required programmatic approaches that must be implemented in service delivery. However, if EE's do not propose to serve youth (ages 13-24), then EE's are not required to implement Comprehensive Sexual Health Education. If EE's do not propose to serve PWID or support syringe service programs, then Harm Reduction approaches are not a requirement.

10. Who will be the readers? Community? Staff?

OA staff will review and score applications for Project Empowerment.

11. What's the administrative cap on this RFA? 10% of the total awarded amount?

CDPH/OA caps allowable administrative costs at 10% for personnel per year.

12. Could an agency apply for two different populations, or apply for both a \$1 million and \$250,000 award?

No. An EE may only apply for one track, population and award amount (one award per applicant).

13. Will you please include the descriptions of each approach that you just shared in this webinar script?

Descriptions of all approaches are listed in detail in the Project Empowerment RFA posted to the CDPH website.

14. Will the webinar recording be available after the session?

Yes, a recorded version of the webinar will be posted to the CDPH website.

15. Will full application materials be made available as soon as we submit the LOI (is there an advantage to applicants to submitting the LOI early)?

Yes. You will be sent the application package for the track(s) indicated in your LOI. Applicants who submit an LOI early will have application materials sooner than those that wait to submit an LOI.

16. Where are the "attachments/templates" that are referred to in the RFA? They are not on the RFA website.

Application attachments will be sent to EEs as soon as they submit their LOIs. These attachments are not located on the CDPH website.

17. Are you able to apply for both track A or B and track C?

No, you may only apply for one track and award amount.

18. Can you apply for a \$250,000 award, and still choose to develop more than one intervention for this grant dollar amount? Or is it best to just apply for one intervention?

EEs that apply for tracks A or B for \$250k are required to select a minimum of one of the four control activities, but may conduct as many control activities as they would like. EEs that choose to conduct more than one activity will only be scored on the highest control activity and will be factored into their total application score.

19. If we can apply for both A or B and C do you send two letters of intent or can those be combined?

You can submit multiple LOIs for different tracks and award amounts, however, you may ONLY apply for one track and award amount in your final application.

20. Can we apply for more than one track within one application or must submit an application for each track? How is the funding amount impacted with a combined application?

No, you may only apply for one track and award amount.

21. Do you allow charts or graphics?

Yes. Keep in mind that EEs must comply with the page limits when completing their applications.

22. Will there be an audio of this presentation as well so we can use in conjunction with the webinar?

A recorded version of the webinar with clear audio will be placed on the CDPH website on December 9th.

23. If we're not sure what track or amount we're applying for at this point, could we submit multiple LOIs to keep our options open?

Yes. However, you may only apply for one track and award amount in your final application.

24. Are there page limits for the application? And are there page limits for the different tracks?

Yes. Tracks A and B have a 25-page limit, and Track C has a 20-page limit.

25. I believe funding in year 1 will have to be spent by July 1st 2020. How will awardees spend all of the funds in such a short time frame, particularly the \$1 million awards?

Funding is available on an annual basis on the State Fiscal Year (July 1 to June 30) and therefore awarded EEs will not be able to spend more than the awarded amount in any given fiscal year. Annual award amounts cannot be rolled into the following fiscal year. Awarded EEs should consider their capacity to spend the full award amount for FY19/20 when developing their budgets and work plans for FY19/20.

26. For Track A or B, if we propose more than one control activity, please clarify how they are scored. (only the highest scoring activity is scored?).

Applicants applying for the \$250,000 dollar award will be scored on one of the four control activities that will total 115 points. The highest scored activity will be included in your total score.

27. This timeline will be very challenging for not only CBO's but for LHJ's that have additional resources due to previously scheduled holiday vacations and administrative approval processes. Was this considered when issuing the RFA and can timeline be modified?

Yes. It was considered and we have changed the application submission date to January 10th.

28. How long do you anticipate the contract completion period to take before we can begin to deliver our services?

Services may not begin until contracts are fully executed. CDPH/OA will work diligently with awardees ensure the contractual process moves rapidly and efficiently as possible. CDPH/OA does not have an estimated timeframe for how long contract process will take.

29. Can we propose serving non-identified MSM?

Yes. As long as individuals fall within the required priority populations and are either Black/AA or Latinx.

30. Is the expectation that 50% of the awarded amount be subcontracted to a CBO?

Not less than 50% of the total funds available for Project Empowerment must be awarded to CBOs as required by legislation. However, those who receive awards for Project Empowerment do not have to provide 50% of their allocated funds to CBOs.

31. Will this webinar be rebroadcast before question period ends.

The webinar recording and questions asked during the webinar will be posted to CDPH/OA webpage by December 9, 2019.

32. How is CBO status versus non-CBO status incorporated into the scoring formula? For example, if all the highest scores are from LHJ proposals, how will CDPH offer 50% of funds to CBOs?

All applications will be scored on the same criteria as provided in the RFA. Finally, the CDPH/OA Division chief will make the final award decision.

33. Is this a straight cost reimbursement, Pay for Performance (PFP), Fee For Service (FFS) or a combination of the three?

Awards will be cost reimbursement contracts. Awarded EEs will be provided with OA invoicing guidelines for submitting invoices for reimbursement, and may submit invoices on either monthly or quarterly, but no less than quarterly.

34. What is the IDC/Administrative Cap percentage?

For LHJs applying as the EE, the indirect cost rate (ICR) the EE submits in their budget must be the approved rate on file with CDPH (see what your [county's indirect cost rate is here on the CDPH website](#)). EEs may allocate less than this rate but cannot exceed the rate. For non-LHJs applying as the EE, the ICR should not surpass 25%.

CDPH/OA caps allowable administrative costs at 10% for personnel.

35. How many years of funding are we applying for?

EEs are applying for 4 years of funding based on the state fiscal year.

36. Can an agency apply for \$1m in partnership with other entities and also apply for a \$250k as a solo entity?

- a. If an EE is submitting an application **as the lead agency** in partnership with agencies, the lead EE cannot submit an application for another track.
- b. If an EE is listed **as a subcontractor as part of a partnership where another agency is the lead agency**, the EE listed as a subcontractor can submit a separate application for another track as the lead agency (as we said in the revised email "If an EE is awarded funding as a lead applicant, this does not exclude them from the possibility of being awarded funding as a subcontractor on a separate application").

37. Can we proposed group-level interventions?

Yes.

38. Can you either post FAQ earlier or push back LOI deadline? I'm concerned that if the shape (which Track or collaborative partners) are dependent on your answers, we only have a day to get leadership to sign LOI and get you the LOI, which also limits the time we have the application materials?

Questions asked during the webinar record will be made available by December 9, 2019.

39. Will the slides in your presentation be available for review after this Webinar.

The webinar will be recorded and made available for review on the CDPH/OA webpage.

40. Will community members of priority populations be invited to review applications since their involvement in applying for funds is required?

Only CDPH/OA staff will be apart of the reviewing and scoring of applications.

41. Can a CBO apply for Track A for 250,000 AND Track C?

No. EEs may only apply for one award track and amount.

42. Will all of these questions today, be included on the FAQ?

Questions posed during the webinar will be made available on CDPH/OA website by December 9, 2019.

43. How will race be defined? Will people of a different race be eligible for services? For example, if funded for Latinx, can services be provided to African American clients?

Track A is specifically for serving Black/African American populations. Track B is specifically for serving Latinx populations. EE should continue providing services to the populations their organizations serve; however, funding may only be used to support the populations EEs proposed to support in their applications.

44. If we submit an LOI for one track and later switch to a different track, is that OK?

No. EEs may submit multiple LOIs for separate award tracks and funding amounts they are considering; however, they may only apply for one award at the time of application.

45. Do you need LOI hard copy with wet signatures or can we email.

All LOIs should be signed with a wet or electronic signature and emailed to the project inbox at ProjectEmpowerment@cdph.ca.gov.

46. If the LOI is submitted under one organization and if you are collaborating with other organizations, and you determine or change who the lead organization will be, will the lead organization need to apply for the LOI, or is it one member of the group need to submit a LOI?

The lead organization will need to submit the LOI if working collaboratively with other organizations. Once the LOI is submitted, that organization will be required to remain the lead if selected for an award.

47. Can you define "staff care activities"?

Staff care activities are characterized by an organizations ability to create a safe and secure work environment that is trauma informed, cultural competent and practices cultural humility toward staff and the clients they serve. EEs must propose how staff, who are representative of and/or serve the priority population, will ensure staff are equipped mentally, emotionally and physically to serve clients. Activities should be designed to foster and

assist staff with achieving their full potential for the benefit of themselves, their organization and the clients they serve.

48. Is LOI "non-binding?"

Although an LOI is required to receive application attachments, the LOI is non-binding. EEs are under no obligation to submit an application once the LOI is received.

49. Just to clarify...the application won't be sent out until the LOI is received?

Correct. Application attachments will be sent upon receiving an LOI.

50. Due to the short timeframe of Year 1, can unspent Year 1 funds be carried over into Year 2?

Unspent funds cannot be carried over into year 2.

51. On page 27 and 31, it indicates that the hiring and reassigning staff must occur during 2/1/20-3/31/20; is this correct that this must occur during a 2 month period? Or can this occur in the first year?

This may occur in the first year, after contracts are fully executed.

52. Follow up on an earlier question, we have a program that doesn't discriminate we service both populations but since we can only apply for one population, please confirm we cannot provide services to both.

EEs should continue to support the populations they serve. However, funds from Project Empowerment must be used to improve HIV prevention and treatment outcomes among the priority population the EE chooses to select.

53. Does providing ""matching" funds or "in-kind" favorable?

No. All applications will be scored on the same criteria listed in the RFA.

54. Can both track a and b awardees count Afro-Latinos in their target population?

Yes.

55. What is the expected project periods?

FY1: February 1, 2020 to June 30, 2020

FY2: July 1, 2020 to June 30, 2021

FY3: July 1, 2021 to June 30, 2022

FY4: July 1, 2022 to June 30, 2023

56. Does the 50% include collaborations with a CBO and LHJ?

No. 50% of awards must be awarded to CBOs directly from CDPH/OA.

57. If all available funding is not awarded, will there be a follow up RFA process or will the funds roll over to the following year(s)?

No. CDPH/OA anticipates giving out all 15 available awards.

58. Is a 501c3 Non-profit considered a CBO?

Yes.

59. If a collaborative application is written between CBO's and an LHJ, if funded will you have a contract with each entity or will one agency have to serve as the fiscal agent.

CDPH/OA will only contract with the lead agency applying for the grant.

60. Are there HIV data resources you can refer us to such as information on social determinants, trauma informed approaches, etc?

Descriptions of required approaches are included in the RFA. OA will not provide additional resources for developing applications.

61. If the LOI is submitted before the 13th, will we receive the application documents immediately or have to wait until the 13th?

Application attachments will be sent to the EE shortly after receiving the LOI.

62. Do both tracks A and B awardees count Afro-Latinos in their target population?

Yes.

63. How are you defining youth relative to age?

CDPH/OA defines youth as being ages 13-24.

64. Can you clarify your note about submitting a proposal for additional funding to serve beyond the population from track A or B? I was confused by that response.

CDPH/OA will consider other populations for which data indicates a disproportionate impact by HIV.

65. Please verify Due Date. Two different due dates are stated. CDPH-OA letter states December 27th but RFA page 15 states 12/20/19.

In light of the holiday, CDPH/OA has extended the application due date to January 10, 2020 to allow applicants extra time to develop their proposals.

66. How will you count mixed race individuals for the Tracks?

Applicants that plan to include individuals who identify as multi race as a priority population should refer to instructions on pages 16 and 22, which describe guidelines for including epidemiological data to demonstrate a disproportionate impact of HIV on this population.

67. Do the expenses have to be the same per year or can there be less the first year since that's only 4 months?

EEs must develop their budgets for the full award amount per year. This includes FY 1.

68. If we are a CBO in Sacramento County, can we use our Sacramento Ryan White TGA data which includes Sacramento and other counties:?

Yes, this data may be included in the application.

69. Regarding page 16 note about considering other populations with local data--- which track would these be evaluated under?

This applies to all 3-award tracks.

70. If a client identifies as both African American and Latinx, are they eligible for services under either Track A or B?

Yes.

71. Does "over four years annually" mean "1 million every year for 4 years" OR "1 million divided between 4 years (so 250k/yr)"

Awardees for Project Empowerment will receive \$1 million each year for 4 years.