



Brazos Valley Council of Governments HIV Administrative Services



MEMORANDUM

TO: Ryan White II, State Services, and HOPWA Contractors
FROM: Crystal Crowell, Program Manager
HIV Administrative Services, Brazos Valley Council of Governments
DATE: January 26, 2007
RE: Request for Renewal Application for Ryan White Title II Service Delivery, HIV Health and Social Services (State Services), and Housing Opportunities for People with AIDS (HOPWA), RFP No – HIV012607

Enclosed you will find the renewal application for Ryan White Title II Service Delivery (April 1, 2007 – March 31, 2008), HIV Health and Social Services (April 1, 2007 – August 31, 2007), and Housing Opportunities for People with AIDS (April 1, 2007 – January 31, 2008).

Included in this Renewal Application are the following documents: (1) Renewal Application Program Guidance; (2) Combined RFA 2007 Forms for all Contracts; (3) Ryan White II-Specific Forms; (4) State Services-Specific Forms; and (5) HOPWA-Specific Forms. You will find detailed application instructions and sample forms in the Program Guidance document. **Please read this document carefully as there are new requirements for your contracts.** All contractors will be required to complete the "Forms for all Contracts" document. This contains forms, such as assurances and work plans, that are universal to all contractors. Contractors must also complete the forms specific to the grant for which they are applying. The grant-specific forms contain budgets and performance measures which must be completed for each grant separately. Please reference the allocations on pages 3 and 4 in the Program Guidance when completing the budget and performance measures. Please read and follow the instructions in the application guidance and accompanying forms. Any applications submitted that do not follow the instructions may be returned to the applicant for revisions.

APPLICATIONS ARE DUE NO LATER THAN 5:00 P.M. on February 23, 2007.

The Brazos Valley Council of Governments (BVCOG) reserves the right to negotiate any terms and conditions including budget amounts and allocations. Any contract renewal is contingent upon the continued availability of funding to BVCOG.

Use only the forms contained in this renewal application packet. Additional copies of the application may be downloaded at <http://hiv.bvcog.org>. If you have questions concerning the Renewal Application process or your amount of funding, please contact Crystal Crowell at ccrowell@bvcog.org.

Attachments