

## Q&A from Pre-Proposal Conference

**1) If there is a service category that no one applies for, will you reallocate those funds?**

BVCOG would seek agencies to apply for those funds and if there was no agency that wanted to apply for the funds, as a last resort, BVCOG would reallocate the funds.

**2) These allocations look like the same allocations for this year. Are they?**

They might be. We allocate based on level funds and then redistribute that later based on the allocations that we receive from the state. The state awards the funds based on what they are awarded by HRSA and those funds are allocated by HSDA.

The HOPWA allocation formula was different this time. The state looked at the number of cases, the number of clients receiving services and waiting lists in each area to allocate the funds. Agencies without waiting lists were more likely to receive less funding this year than last year.

**3) If we use the original source documents from the RFP, do we need to worry about the margins if they are less than an inch?**

As long as you use the original document, don't worry about the margins as long as the document won't be affected when holes are punched in the paper to put it in a binder for the External Review Committee.

**4) Since a unit cost per unit is still required, you still have to do a secondary budget, correct?**

You may need to do that to determine the cost per unit, but you don't have to submit that information to BVCOG as a part of your application.

**5) Can current service providers continue to use their current outcome measures?**

Yes. They can even use the same ones for Ryan White Part B and State Services, since they would be looking for the same outcomes from both.

**6) Can the three quality or access measures be related to primary services.**

They should really be more like process measures. They should be related to quality and access to services. Access to pharmacy, etc to ensure quality services or related to the agency's quality process

**7) How should the respondent background and work plan be?**

They should be organized in the same way that the guidance is organized. They need to be clearly and succinctly documented in the same order as the guidance. Keep in mind that you

are writing this application for the External Review Committee members who are not familiar with your organization, so make sure they can find the information that they are looking for easily.

**8) On the budget forms, would you prefer one workbook with tabs for all of the budget forms or one workbook for RW and SS and HOPWA?**

It is up to you how you submit them, but make sure that you include all the necessary forms.

**9) Are the budgets linked to the Table 1?**

No, because we didn't know how many categories each agency would apply for. You can link them if you want to.

**10) Could agencies receive partial awards or is it "all or nothing?"**

No, you could be funded for one thing and not another. An agency could apply for only a portion of the available funds in a category and another agency might apply for the same funds. The funding would be awarded based on scoring and the population that they are serving and the ability of the agency to provide the services with the funds available.

**11) So there are really no unit cost forms or unit cost documents?**

Correct. At this time, no unit cost information or documents need to be submitted with the application. Documents such as cost allocation plans may need to be submitted as a part of the budget negotiations, but at this time, no unit cost documents are required.

## Additional Questions and Answers Received via Email

**1) How much total funding is expected to be available for this program in 2008?**

Awards are made separately for each HIV Service Delivery Area (HSDA) by funding source. Totals per area are as follows (according to Addendum 2 of the RFP):

<b>HSDA</b>	<b>Ryan White B</b>	<b>State Services</b>	<b>HOPWA</b>
Austin	\$1,009,886	\$476,909	\$20,867
Bryan/College Station	\$280,371	\$69,763	\$66,380
Concho Plateau	\$181,976	\$59,020	\$50,195
Temple/Killeen	\$306,807	\$74,401	\$44,539
Waco	\$351,599	\$86,002	\$77,860

**2) How many awards are expected to be made and are there individual award limits?**

At a minimum, one award will be made per funding source in each of the HSDAs. However, there can be multiple awards made in any area. There are limits to the awards, which are specified in our RFP available at <http://hiv.bvcog.org> – the awards cannot exceed the amounts allocated to service categories for each funding source.

**3) How much total funding was available in the previous year and how many awards were made?**

Last year, there were 3 awarded agencies in Austin and 1 awarded agency in each of the remaining 4 HSDAs. The totals last year were as follows:

<b>HSDA</b>	<b>Ryan White B</b>	<b>State Services</b>	<b>HOPWA</b>
Austin	\$920,319	\$476,909	\$23,421
Bryan/College Station	\$280,822	\$69,763	\$66,386
Concho Plateau	\$179,331	\$59,020	\$55,130
Temple/Killeen	\$305,377	\$74,401	\$65,012
Waco	\$343,319	\$86,002	\$77,377

**4) Are matching funds required for this program? If an applicant is able to provide matching funds, will this be taken into consideration in the review process? Is there a preference for cash or in-kind contributions?**

No, matching funds are not required.

**5) Since different types of entities are eligible for this program, which types tend to receive funds or submit an application (i.e.local public health authorities, nonprofit organizations, university affiliated hospitals/medical schools, etc )?**

We currently have multiple types of agencies with awarded funds, including nonprofits, public health districts, United Way organizations, Community Action agencies, etc.

- 6) Does this program tend to receive numerous applications/requests that exceed the actual amount of funding available?**

Sometimes that occurs during a competitive cycle.

- 7) Is this a recurring program? If so, when does a formal program announcement/call for applications occur?**

Yes, this is a recurring program. A competitive cycle occurs approximately every 3 years with renewal applications each year. The current competitive RFP was released on August 31, 2007. Since the 3 grants have different fiscal years, the renewal applications are released at various times throughout the year, depending on when allocations are finalized.

- 8) Quick question, the amounts listed here [the proposed Ryan White Part B allocations posted to <http://hiv.bvcog.org> for a 30-day public comment period] are the amounts we need to use in the upcoming competitive grant application? Usually with competitive grants the applicant proposes how much money is needed.**

Yes, these are the amounts for the competitive grant application. We still have to allocate to service categories even with the competitive cycle. Agencies may propose to serve any or all of the service categories up to the amounts allocated.

- 9) Regarding questions in the "Administrative Information" section (specifically pp. 7-8 of 'FY 08 Narrative Forms'): There's a bold section header called "Additional Information for Non-Profit Agencies," followed by questions numbered 1 to 3 and a. to h. If a governmental agency (thus not falling under the "nonprofit" designation), does the respondent need to answer any of these questions? If so, which questions? If a governmental agency, does the respondent need to provide "required financial statements" referenced in this section? (Would such financial statements still be "required?") If yes, at what level of the governmental organization - municipality (city), department, or agency?**

No, governmental agencies do not need to complete those questions or provide the documentation required for nonprofit agencies. Governmental agencies only need to attach the information required under #1 (for governmental entities) and answer the questions under the Conflict of Interest and Contract History section, and of course sign and date the form.

- 10) Regarding the questions from the Respondent Background section, should the information be at the agency/clinic level or the larger department/organization level, or should the respondent make the judgment call as to the most appropriate answer based on the information's relativity to the proposal being made?**

**For example, it would seem that the clinic's total operating budget (Q1) would be of more interest to a reviewer than the much larger departmental budget, since the clinic budget addresses only the provision of HIV services, but questions about software, salaries, etc. are primarily department-level or City-level functions/activities/issues.**

The respondent should make the judgment call as to the most appropriate answer based on relevance to the proposal. Just keep in mind that the overall purpose is to present your agency's financial capacity and experience and to demonstrate your agency's capability of managing these funds. So, just respond in the way that you feel best conveys this information, while keeping the information relevant to the proposed project. I think that either would be fine and it's really up to you to decide how you want to respond.