



REQUEST FOR PROPOSAL GUIDELINES AND INSTRUCTIONS

Service Category	Proposed Amount	Contract Period	Funding Source
Food Bank/Home-Delivered Meals (Food Boxes)	\$110,000*	March 1 st 2023 - February 28 th , 2024	Ryan White Treatment & Modernization Act, Part A

This amount reflects a proposed annual allocation for the contract period 2023-2024 and may decrease or increase depending on the actual federal award. Applicants receiving awards must be able to modify their budgets and proposed programs should the actual allocation be different than the amount proposed. Final contract amounts will be determined after responses have been reviewed and federal notice of award has been received.

Date	Time	Activity
February 3 rd 2023		Announcement of funding opportunity
February 9 th 2023	3pm-4pm	Informal informational meeting for potential applicants via Zoom. Attendance is not mandatory. Meeting ID: 972 0848 0768 Passcode: 735600
February 23 rd 2023	By 6pm	Proposals Due: an electronic <u>PDF version</u> (only) of the proposal must be received by the HIV/AIDS & STD Program by 6pm. Email PDF to eva.lodetti@cchealth.org . There will be no exceptions to this deadline.
February 24 th 2023		Review panel will meet to evaluate proposals and develop funding recommendations.
February 27 th 2023		Announcement for award(s) and initiation of contract.
March 1 st 2023		Services Begin.

General questions about this RFP may be directed to the Deputy Director, April Langro at (925-313-6730), HIV/AIDS and STD Program Office, Contra Costa Health Services Department, 597 Center Avenue, Suite 200, Martinez, CA 94553.



I. DESCRIPTION OF AVAILABLE FUNDING

Federal Health Resources and Services Administration (HRSA) Ryan White Treatment & Modernization Act funds are available through the Contra Costa Health Services Department HIV/AIDS & STD Program. Services funded through this RFP are intended to help stabilize clients' lives, reduce barriers to receiving medical attention, and improve health outcomes. More information on HRSA's expectations can be found at <http://hab.hrsa.gov>.

The HIV/AIDS & STD Program is seeking a single agency to receive the full amount of available funding within this service category. Ongoing funding is contingent on successful completion of the contractor's objectives and continued availability of federal funding.

II. QUALIFICATIONS, ELIGIBILITY AND FUNDING RESTRICTIONS

Applicants need not be based in CCC to be eligible; however, agencies must demonstrate sufficient capacity to provide services within CCC to meet the programmatic objectives. Services that are reimbursable through other means such as Medi-Cal or other funding streams **MUST** be billed to those sources first and documentation of denial of service or other ineligibility for service must be on file and available for audit review purposes.

Applicants may not use a fiscal agent and must demonstrate fiscal stability. An agency with unresolved outstanding federal/state tax obligations is **not** eligible to apply for funding. Funds may not be spent on the purchase of or improvement to buildings or office facilities or to make payments to recipients of services. Funds may not be used to provide items or services for which payment has already been made, or can reasonably be expected to be made, by third-party payers, including private insurance, Medi-Cal, Medicare, or other programs. Services are intended for low-income people living with HIV who reside in CCC. Agencies funded through this RFP must have the capacity to fulfill all contractual obligations outlined below in Section III.

III. CONTRACTUAL OBLIGATIONS

Award of funds will result in a contract for services after final negotiations with the HIV/AIDS & STD Program regarding work plans and budgets. There are general conditions, including Health Insurance Portability and Accountability Act (HIPAA), insurance, and indemnity requirements, which are common to all CCC contracts. A copy of these conditions is available upon request from the HIV/AIDS & STD Program office. HIV/AIDS & STD Program contracts also require budgets to adhere to federal requirements and that contractors submit financial backup documentation with their invoices for payment. **Non-profit applicants must show proof of 501C3 status.** Contractors will also need to be registered in the System for Award Management (SAM.GOV) database and provide the agency Data Universal Numbering System (DUNS) number and Employer Identification Number (EIN). **For-profit applicants would require additional federal approval.**



All Contractors are required to:

1. After referral from a medical case manager, offer services **free of charge to participants and** without regard to **past or present health condition**.
2. Adhere to legal requirements to maintain the **confidentiality of clients**.
3. Ensure that at least **30% of services are provided to women and 50% to people of color**. The anticipated total number of unduplicated clients receiving Food Boxes is approximately 160 per year.
4. Document HIV status of the clients. As per the Ryan White requirement, the client must establish their eligibility through medical verification of positive HIV serostatus to an HIV Medical Case Manager. Acceptable proof includes positive HIV and/or AIDS defining laboratory results, medical records, or physician statement of status on original letterhead. Viral load laboratory tests of >20 copies per cubic millimeter and CD4 counts of 200 or fewer cells per cubic millimeter are insufficient by themselves to document HIV status.
5. Provide **culturally and linguistically appropriate services**.
6. Document the **provision of all services, collect and maintain client level service data, and enter and regularly update client demographics and service data into the system database provided by the California Department of Public Health (currently identified as ARIES)**. Agencies not currently using the ARIES services database will be provided training and access to ARIES upon notification of award.
7. **Work collaboratively** with all HIV service providers to ensure coordination and utilization of existing services.
8. Participate in subcontractor meetings and trainings as assigned.
9. **Track all related contract expenses** in keeping with generally accepted accounting principles. There are specific requirements for delineation of administrative costs from program costs (see budget documents).
10. **Submit monthly payment demands along with grant expenditure reports and back-up documentation**, such as payroll ledgers and all operating cost receipts, by the 10th of the following month.
11. **Retain all documents** pertaining to this contract for five years from the date of submission of contractor's final payment demand or fiscal cost report.
12. Ensure that the goods and services provided by this program will be **available to all qualified persons** regardless of age, sex, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that no grant funds shall be used, in whole or in part, for religious worship or instruction.
13. Maintain necessary policies and procedures: Posted Grievance Policy, Accounting Policy, Computer Security Policy, Personnel policies and procedures and Personnel file for each employee funded by Ryan White grant.
14. Ensure staff complete annual HIPAA and California Privacy Act trainings and strictly adhere to these guidelines, including reporting any potential HIPAA breach or incident to the HIV/AIDS and STD Program within 24 hours.



For additional details on Ryan White Standards of Care please request a comprehensive document from the HIV/AIDS and STD Program.

IV. DESCRIPTION OF SERVICES TO BE FUNDED

Food box services include the procurement, transport, and provision of fresh food or nutritional supplements to HIV-positive individuals at community locations or in their homes. The goal of food services is to maintain or improve the physical, psychological, or social well-being of people living with HIV/AIDS (PLWHA) by providing appropriate food and nutrition. Food services are designed to aid PLWHA to live independently by promoting better health outcomes through improved nutrition and access to nutritious foods.

Agencies supplying food boxes to clients must develop an effective and efficient system for coordinating the distribution of food boxes to clients in the system of care, including coordinated delivery. Distributions may occur in a pantry setting or at community sites with appropriate protocols and procedures in place for safe food handling and storage.

All services performed under this service category must be pursuant to a medical case manager's referral. To provide services in this service category, providers should have some level of knowledge/population skills related to people living with HIV or be willing to obtain these skills via continuing education.

Food Bank/Home-Delivered Meals (Food Boxes) can include the following items:

- Food or meals (required; see below)
- Supplements like "Ensure Nutritional Shakes" (upon physician recommendation)
- Essential household supplies like hygiene items or cleaning supplies (as available)
- Water filtration/purification devices (when budgets allow and/or items are donated)

Food Box providers must:

- Consult with a Registered Dietician when planning foods to be included in grocery bags/boxes agency to ensure that they satisfy the nutritional requirements in the Oakland TGA HIV Planning Council Food and Nutrition Standards of Care and USDA Food guidelines.
- Ensure that foods are provided within an acceptable range of their stated expiration date and that produce is fresh. Health, religious, ethnic, and cultural practices of clients should be considered in food selection.
- Provide the following minimum foods within each twice-monthly food delivery:
 - Two units of protein (e.g., meat or meat alternatives, peanut butter, beans, tuna, macaroni and cheese, chili, eggs, etc.);
 - Three units of grains/breads (e.g., bread, cereal, etc.);
 - Two units of dairy products (equivalent to one quart of milk, e.g., yogurt, cheese, etc.); the needs of those who are lactose intolerant must also be addressed;
 - Two different fruits (minimum of five servings, fresh or canned);
 - Three different vegetables (minimum of five servings, fresh or canned);



- One unit of fat (equivalent to one pound per month, e.g., butter, mayonnaise, oil).
- Maintain and make available to the grantee copies of the consulting dietician's license and registration
- Maintain annual certification of tuberculosis clearance on file for all program staff

UNITS OF SERVICE FOR ALL SERVICE CATEGORIES

The standard unit is one food delivery, which may consist of no less than one box of food. Services include all activities that are conducted with or on behalf of the client, e.g., face-to-face and telephone encounters, appointment arrangements, referral follow-up, and case conferencing.

Multiple units of service per client are possible per encounter. The threshold number of units for required services will be detailed in a scope of work agreed upon after contract award by the Contra Costa HIV/AIDS and STD Program and contracted entity.

PHYSICAL PLANT STANDARDS

All service locations must:

- a. Maintain a HIPAA-compliant, secure location for storage of client files
- b. Food pantry environments must adhere to safe food storage, transportation, and handling practices

In addition, ALL agencies must ensure the following:

1. Compliance with Fire Regulations, Health and Safety Regulations, Building Codes, and Zoning Regulations: Buildings in which services are provided must be in compliance with city and county non-residential fire regulations, health and safety regulations, building codes, and zoning regulations. Emergency exits, smoke detectors, etc., must be clearly visible.
2. Compliance with Requirements for Accessibility for Persons with Disabilities: The term "accessibility" means that service provider offices can be approached, entered, and used by persons with disabilities, including but not limited to those using wheelchairs or walkers, and those with sight impairments. At a minimum, the following codes and acts specify requirements related to accessibility:
 - a. Americans with Disabilities Act ("ADA"), 42 United States Code ("USC"): Title II applies to residential dwellings; Title III applies to hotels providing nonresidential accommodations (Path of travel for residents must be accessible).
 - b. Fair Housing Act ("FHA"), 42 USC: Applies to new residential dwellings except certain single family or small owner occupied dwellings. (5% of the units plus all common space must be accessible).
 - c. Section 504 of the Rehabilitation Act of 1973, 42 USC: Applies to all programs & activities receiving federal funds.



- d. Architectural Barriers Act, 42 USC: Applies to most new buildings built with federal assistance.
- e. State Building Code, Title 22 of CA Code of Regs: Applies accessibility standards to public buildings, public accommodations and publicly funded rental housing.

V. FISCAL MANAGEMENT

The Contra Costa Health Services Department will reimburse the contractor for actual costs monthly. This funding must not exceed 60% of the agency's total annual budget. Administrative expenses may not exceed 10% of the award including any federally approved indirect rate. The agency is responsible for meeting all obligations outlined in the contract. **All services funded through this RFP process are to be provided free of charge to eligible individuals.**

VI. HOW TO APPLY

Applicants may request an electronic version of this RFP by either emailing their request to eva.lodetti@cchealth.org or by downloading a copy in PDF format from the Contra Costa Health Services Department website at <http://cchealth.org/hiv>. All submissions are to be submitted electronically and **only in Portable Document Format (PDF)**. Pages must be submitted in the same order as required in the RFP and numbered sequentially. **Late proposals will not be accepted.** **Facsimile (fax) copies are not acceptable.** Proposals must be complete when submitted; changes and additions will not be accepted after submission.

A comprehensive and specific proposal narrative should not exceed twelve (12) pages, including the Project Budget and Justification (see "Required Format," Section VIII). Supporting documentation is **not** included in the maximum page count.

Please submit your proposal via email to Eva.Lodetti@cchealth.org, electronically time stamped no later than 6:00 pm on 2/23/23 and only in standard (8 x 11 letter sized) PDF format.

If signature pages and attachments cannot be scanned into the application, they must be delivered to the address below by 2/23/23.

Contra Costa Health Department
HIV/AIDS and STD Program
Attn: Eva Lipke
597 Center Ave. Suite 200
Martinez, CA 94555



Please note:

1. Contents should be in the order outlined here with the pages numbered sequentially throughout the proposal, including the forms and attachments.
2. Only the attachments identified in Section VIII will be accepted.
3. Proposals should be as concise as possible, must be in 12-point font with 1-inch margins on letter sized paper and must not exceed page limitations where specified. Do not assume that the reader knows your agency or program.
4. Issuing an RFP does not obligate the HIV/AIDS & STD Program to award a contract to any provider, nor is the HIV/AIDS & STD Program liable for any costs incurred by the organizations in the preparation of proposals. The HIV/AIDS & STD Program retains the right to award parts of the contract to several bidders, to not select any bidders, and/or to re-solicit proposals.

VII. REVIEW PROCESS

The review/selection process is comprised of the following steps:

1. **Administrative Review:** CCC's HIV/AIDS & STD Program staff will review all submitted proposals to ensure proposals are complete according to instructions, in compliance with instructions in this RFP, and the agency is eligible to receive federal funding. Proposals not conforming to these basic standards will be considered as not meeting the application requirements. Agencies that filed incomplete proposals will be notified of their ineligibility.
2. **Review of Proposed Program:** As possible, a panel, including individuals outside the Health Department with experience in the service categories included in this RFP, will evaluate and determine a preliminary score for each proposal based on the guidelines listed in "Review and Award Criteria". Preliminary scores will be combined to determine a ranking for all proposals. The panel will discuss merits and weaknesses of each proposal and finalize the rankings.
3. **County HIV/AIDS & STD Program Review:** CCC's HIV/AIDS & STD Program will review the recommendations and rationale for funding decisions and will determine the award amount. All final funding decisions will be made by the HIV/AIDS & STD Program.
4. **Notification of Award:** Each agency submitting a proposal will be informed in writing of the funding decision. Final awards are subject to federal notice of grant award.
5. **Appeals:** Applicants may appeal the process, not funding outcomes. Appeals must be submitted in writing to CCC's HIV/AIDS & STD Program Director within five (5) business days of receiving written notification of the funding decision. Appeals must identify what part of the RFP process is being appealed and the reasons for the appeal. CCC's HIV/AIDS & STD Program Director will make decisions regarding appeals within five (5) working days of appeal receipt.



VIII. REQUIRED FORMAT

1. Funding Application Cover Sheet (Attachment A) (not counted in page limit)

The Funding Application Cover Sheet contains the applicant's name, mailing address, telephone and fax numbers and the service category and amount requested. **Complete two application sheets if you are applying for both the Part A and Part C funding.** It must be signed by the applicant's Chief Executive Officer and the President of the applicant's Board of Directors.

2. Agency Capability - maximum one (1) page (counted in page limit)

- Provide a brief agency history and description.
- Explain the agency's involvement with its target community.
- Describe the direct services currently provided for PLWHA or others and the length of time these have been offered by the agency. Describe how the agency links clients to primary care services.
- Describe any PLWHA's involvement in the agency's governance and planning of services.
- Describe the qualifications of project personnel including direct service and supervision.

3. Agency Outreach and Collaboration - maximum one (1) page (counted in page limit)

- Describe the agency's experience with collaborative service planning and service coordination with other agencies. Provide concrete examples.
- Specify how the agency links clients to other services
- Describe how providers will assist "hard to serve" clients, including those with mental health or substance abuse issues, homelessness, criminal histories, or limited work/income.

4. Target Population and Needs Assessment - maximum one (1) page (counted in page limit)

- Identify the population you intend to serve, including the geographic community area(s) and the extent of HIV/AIDS in this population.

5. Proposed Project Objectives – maximum two (2) pages (counted in page limit)

- Indicate the proposed project's objectives. These must be specific, measurable, achievable, relevant, time-bound, and adhere to the service definitions in this RFP. *Refer to the service category descriptions, especially the service standards and requirements (Section IV) for guidance in developing your proposed project objectives.*
- Define for each objective the number of clients you will serve and any specific characteristics.

6. Proposed Program - maximum three (3) pages (counted in page limit)

- For each objective listed above, describe the primary steps that are designed to lead to successful accomplishment of your objectives.
- Who will manage the proposed project? Who will carry out the program? What will you do? Where and when will these activities be conducted? Why did you select this approach?



- c. Describe how supervision will be provided to direct service staff, and how evaluation will be used to improve services.
- d. Describe how confidentiality of documentation will be maintained.

7. Quality Assurance Plan - maximum one (1) page (counted in page limit)

The proposal must include a summary of the agency quality assurance plan that demonstrates how the agency will ensure that the services provided will improve the health status of clients served under this proposal. How will your agency evaluate program effectiveness, and how will the results from this evaluation be used to improve the provision of services?

Outcome indicators show direct linkages between the services provided and access to medical care. The outcome indicators to be reported on are:

1. The number of clients to be served by the agency
2. Percentage of the clients served who are people of color (target: 50%) and percentage who are female (target: 30%)
3. Percentage of clients completing a satisfaction survey every six months (target: 35%) & percentage of clients surveyed (target: 75%) who report having consumed 75% of previous food box contents
4. Percentage of clients referred for services who have at least one medical visit with an HIV specialist or complete one viral load test every 6 months (target: 90%)
5. Percentage of clients receiving services with a nutritional assessment on file

8. Proposed Project Budget - maximum one (1) page and Budget Justification - (counted in page limit).

The application must include a line-item budget and a budget narrative (see attachments B and C) explaining how each line item will be expended. The project budget should include information on other sources of revenue. Applicants will be required to maintain written documentation, including legible invoices and canceled checks.

RWHAP funds may not be used to make cash payments to intended clients of RWHAP-funded services. This prohibition includes cash incentives and cash intended as payment for RWHAP core medical and support services.

Administrative expenses should not exceed 10% of the budget. Administrative costs should include usual and recognized overhead activities including Director's time, agency rent and utilities, phone, general supervision, payroll, audits, maintenance, and other shared program costs. The following programmatic costs are not required to be included in the 10% limit on administrative costs and may be charged to the relevant program charges directly associated with such activities.

- Portion of fees and services for licensure of staff providing direct client services
- Portion of staff time for data entry of contract activities
- Portion of a receptionist's time providing direct patient services (e.g., scheduling appointments) for contract activities



- Portion of a supervisor's time devoted to providing professional oversight for Ryan White clients
- Mileage to meet with a client or provide services on behalf of the client, e.g., to inspect a potential housing unit, attend rounds, attend the HIV/AIDS Consortium, etc.

9. Service Continuity Plan: maximum one (1) page (counted in page limit)

The applicant must describe in detail how and with what frequency services will be conducted when a staff vacancy or other disruption occurs within the program. What will be done to minimize interruption? Which services will be prioritized during the period and why? Who will be responsible for which aspects of service delivery? How will clients be notified? How will communication with other providers and the HIV/AIDS & STD Program be handled?

The applicant will also describe the process for agency oversight to ensure timely submission of data and other deliverables and attendance at required meetings. What process will be used if the proposed plan must be redesigned due to other unforeseeable events?

10. Additional Supporting Documentation (not counted in page limit)

- a. **Tax-exempt status** determination letters from the Internal Revenue Service and/or the State of California.
- b. **Job Descriptions** for any primary positions to be funded under the proposed project. These should include educational/experiential qualifications for the position, as well as job duties and responsibilities.
- c. **Resumés or statements of qualifications** of primary staff, consultants, or subcontractors whose positions will be funded under the proposed project as well as any supervisory staff--even if not funded under this grant. If a prospective candidate has been identified, but not yet hired for any position to be funded, include the resumé here. Resumés should reflect an individual's current job status. Proposals should not include resumés of individuals not involved in the proposed project.
- d. **Memoranda of Understanding and Letters of Collaboration** may be included but must be project-specific.
- e. **Service Provider Profiles** (Attachments D, E, and F) report financial information on the agency - including HIV composite and total agency budgets. Attachment G provides demographic information on the agency's Board of Directors, volunteers, program staff, and HIV/AIDS clientele. Self-disclosure of HIV status is voluntary and is not required.
- f. **Past Performance/References** (Attachment H) provides contact information on contracts held with the applicant agency. Those individuals listed will be contacted for an evaluation of the applicant agency's performance. Applicants are encouraged to list those contracts that are most relevant to the service category applied for. **Applicants may list only one contract held with CCC's HIV/AIDS & STD Program.**
- g. **Program Procedural Protocols** (optional) - several service providers have developed service manuals outlining procedures and protocols. This additional information may provide the independent review panel with a better perspective of



an applicant's program. A maximum of 20 pages is allowable. If your manual exceeds this amount, provide a representative sample with an explanatory cover sheet.

- h. **List of Board of Directors** - including affiliations and city of residence.
- i. **Organization Chart** – including the name of staff currently in each position and the FTE of each position.
- j. **A copy of the agency's most recent audited financial statement** - including the auditor's management letter and all notes.

Additional documentation may be required to complete the contracting process.

IX. REVIEW AND AWARD CRITERIA

Complete applications will be reviewed and evaluated as follows:

1. Applicant Capability, Outreach and Collaboration- 24 points

- a. Does the applicant describe sufficient relevant experience in the successful provision of services similar to those it proposes to provide? Does the applicant have a history of working with the target population?
- b. Does the applicant demonstrate that it has established links with its target community area(s) and population(s) and with other service providers in this community?
- c. Has the applicant identified qualified individuals to carry out the proposed activities? Does the applicant currently employ these individuals or do they need to be hired?
- d. Does the applicant describe reasonable methods to identify new clients and ensure they understand how to access services?
- e. Is the referral and coordination process clear?
- f. Is the plan to provide services to the "hard to reach" population clear and consistent with needs of individuals with mental health or substance use issues, homelessness, criminal histories, limited employment/income histories, or other extenuating issues?
- g. Has the proposal convincingly demonstrated that the applicant has the administrative and programmatic abilities necessary to successfully administer this program?
- h. Does the proposal indicate how the agency will assist with attention in care?

2. Target Population and Needs Assessment - 9 points

- a. Does the applicant adequately describe how the agency will serve the population(s) impacted by HIV/AIDS?
- b. Does the applicant identify the demographic, social, and behavioral characteristics of the target population(s)?
- c. Does the applicant adequately describe challenges and methods to overcome them in service provision with populations living with HIV/AIDS?

3. Proposed Program and Quality Assurance Plan – 27 points

- a. Are the applicant's objectives and proposed activities appropriate, culturally competent, and linguistically specific for the target population(s) and community area(s) to be served? Does the applicant explain why these strategies were selected?



- b. Does the applicant present a realistic plan to deliver proposed services relevant to the needs of the target population and the specific populations identified in Section IV?
 - c. Are proposed objectives specific, measurable, and time-phased? Does each objective have related activities and evaluation measures?
 - d. Does the applicant explain where/when services will be provided including site location and hours of service?
 - e. Do resumés reflect specific training, prior work, or other evidence of appropriate experience that meet the service standards?
 - f. Is appropriate supervision for service staff described?
 - g. Does the applicant specify how the agency will coordinate with other HIV/AIDS services and general medical/social services to ensure client success in implementing plans and attaining positive health outcomes?
 - h. Does the applicant describe how duplication of services will be avoided and that Federal dollars will be used only as “funds of last resort?”
- 4. Financial Information - 7 points**
- a. Is the applicant’s proposed project budget appropriate and reasonable, given the services to be provided and stated staffing levels?
 - b. Does the requested budget amount reflect the total cost of the proposed project? If not, does the applicant identify other resources that will support this program?
 - c. Does the budget justification provide a basis for the level of service proposed and the number of clients targeted?
 - d. Does the applicant’s project appear to be cost effective?
 - e. Is the annualized program budget less than 60% of the agency’s total annual budget?
 - f. Are the Administrative Expenses at 10% or less of the total budget?
 - g. Were there any financial audit findings?
- 5. Service Continuity - 20 points**
- a. Does the applicant have a plan in place that describes how the agency will provide services to clients during any period of time when the funded position is vacant?
 - b. Does the plan adequately describe how the applicant will ensure that clients and system of care providers will be notified of a change in staffing and that no clients fall through the cracks?
 - c. Does the plan adequately address how the applicant will meet contract deliverables without using staff funded for other services?
 - d. Does the plan describe how other system of care service providers will be notified about how referrals are to be made to the applicant during this vacancy?

Applicants are encouraged to use the questions listed above to guide, in part, the content of their proposal. Keep in mind that reviewers may not be aware of your proposed program or your agency’s experience in Contra Costa County.

NOTE: ALL FORMS (ATTACHMENTS A - H) MAY BE DUPLICATED IN LIKE FASHION ON THE APPLICANT’S OWN COMPUTER IF DESIRED.



Attachment A

Application Cover Sheet

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact			
Name:	Title:		
Address:			
Email:			
Phone #:			
4. Organization Type	<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):		
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Proposed Program Name:			
9. Funding Amount Requested:			
10. # of clients to be served:			
11. Does the agency have the capacity to meet program expenses in advance of reimbursement?	<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:		
12. Partner Agency (if applicable):			
Contact Name:	Title:		
Address:			
Email:	Phone Number:		
Description of partner agency proposed activities:			
13. Partner Agency (if applicable):			
Contact Name:	Title:		
Address:			
Email:	Phone Number:		
Description of partner agency proposed activities:			
Authorized physical signature of applicant/lead agency			
<i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</i>			
Name and Title of Authorized Representative: _____			
Signature of Authorized Representative: _____			Date: _____

ANNA M. ROTH, RN, MS, MPH
 HEALTH SERVICES DIRECTOR
 ORI TZVIELI, MD
 HEALTH OFFICER



OFFICE OF THE DIRECTOR

1220 Morello, Suite 200
 Martinez, CA 94553
 Ph (925) 957-5403
 Fax (925) 957-2651

Attachment B

**2023-2024 Food Box RFP
 Proposed Program Budget
 March 1st 2023 - February 28th 2024**

Applicant Agency Name:	
Proposed Program Name:	

Type of Meal	Unit Rate			Total Cost	
	Annual Salary	% FTE on the contract	Direct Costs	Admin/ Indirect Costs	Total Program Amount
Number of General Diet Meals:					
Number of Special Diet Meals:					
Total:					
PERSONNEL					
Position 1			\$ -	\$ -	\$ -
Position 2			\$ -	\$ -	\$ -
Position 3			\$ -	\$ -	\$ -
Sub-total Salaries			\$ -	\$ -	\$ -
Benefits & Taxes @XX % (example of 17% noted in D20 and E20 formula)			\$ -	\$ -	\$ -
Total Salaries and Benefits			\$ -	\$ -	\$ -
OPERATING EXPENSES					
Cell Phone (example: \$XX/month * 1 phone * 12 months)					\$ -
Office Supplies					\$ -
IT ongoing maintenance					\$ -
Rent and Utilities					\$ -
Mileage Reimbursement (estimated # of miles/month * rate * 12 months)					\$ -
Total Operating Expense			\$	\$	\$

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			-	-	-
Other Expenses					
Insurance					\$
Agency Audit					\$
General OH allocation					\$
					\$
TOTAL				\$	\$
SUBTOTAL - OTHER SERVICES & CHARGES	\$		\$	\$	\$
	-		-	-	-
TOTAL EXPENDITURES	\$		\$	\$	\$
	-		-	-	-
<p>Total Administration Costs cannot exceed 10% of the allocation. Itemize any Operating Expenses and Indirect Costs. Ensure Indirect Costs do not exceed 15% of total Administrative Personnel Expenses.</p>					
<p>Does the agency have a federally approved rate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide the rate: <input type="text"/></p>					

The Microsoft Excel version of the budget template with formulas will be provide at the RFP informational session held at 3pm on 2/3/23 via Zoom, or you may email Eva.Lipke@cchealth.org to request a copy.

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Attachment D

PROPOSED PROGRAM BUDGET JUSTIFICATION

Agency Name
Dates of Services
Name of Services

1. PERSONNEL

A. Salaries

Position Title 1 (1.0 FTE, 12 months) \$xx,xxx
Description of position, activities, and responsibilities.

Position Title 2 (example – Supervisor) (0.1 FTE, 12 months) \$xx,xxx
The supervisor is a qualified professional who has extensive knowledge of and experience with housing advocacy. This person reviews client records regularly, provides professional support and assistance to the housing advocate, and generally oversees housing advocate activities.

B. Fringe Benefits and Taxes \$xx,xxx
A rate of xx% for benefits and payroll taxes, which includes FICA, medical insurance, and disability insurance has been applied to total salaries.

2. OPERATING EXPENSES \$x,xxx

Program: Mileage reimbursement for housing searches and client assessments calculated at 100 miles/mo x \$0.xx /mile x 2 FTE

Administrative: Office Supplies are estimated at \$xx/month x 12 months x 2 staff

Administrative: Telephone charges for 2 staff estimated at \$xx /month x 12 months x 3 staff

Administrative: Occupancy is \$x.xx per sq ft x y feet

3. OTHER EXPENSES \$x,xxx

Administrative: Other Expenses include annual agency audit estimated at \$xxxx

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ORI TZVIELI, MD
HEALTH OFFICER



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Attachment E

SERVICE PROVIDER PROFILE

AGENCY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

COMMUNITY AREAS SERVED BY HIV/AIDS & STD PROGRAMS:

FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN) _____

DUNS NUMBER: _____

SAM REGISTRATION STATUS: _____

FISCAL YEAR (FY) 2021-2022

TOTAL FY 2021-2022 AGENCY REVENUE (ACTUAL): _____

TOTAL FY 2021-2022 AGENCY EXPENSE (ACTUAL): _____

SURPLUS/DEFICIT: _____

TOTAL FY 2021-2022 HIV/AIDS & STD PROGRAM EXPENSE (ACTUAL) _____

Explain how deficit was resolved or how surplus was expended, whichever situation is applicable:

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Summary of HIV/AIDS-Related Funding Sources for FY 2022-2023 (projected)							
Mileage							
Contractual							
Total Direct Costs							
Indirect Costs							
TOTAL COSTS							

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Attachment G

AGENCY'S CURRENT YEAR TOTAL OPERATING BUDGET (SAMPLE)

Agency Name

Time Period (select the fiscal year most appropriate to your agency)

EXPECTED REVENUE:	Service Area 1 (i.e. Housing)	Service Area 2 (i.e. Education)	Service Area 3 (i.e. HIV Services)	TOTAL
Public Funds:		\$ xx,xxx		\$ xx,xxx
CDBG:	\$ xx,xxx			\$ xx,xxx
Ryan White (Part A):			\$xxx,xxx	\$xxx,xxx
City of XXX:	\$ xx,xxx	\$ x,xxx	\$ xx,xxx	\$xxx,xxx
Foundation Grants:		\$ xx,xxx	\$ xx,xxx	\$ xx,xxx
Contributions:	\$ xx,xxx		\$ x,xxx	\$ xx,xxx
Fee for Services:		\$ x,xxx		\$ x,xxx
Special Event Revenue:		\$ x,xxx		\$ x,xxx
TOTAL REVENUE:	\$ xx,xxx	\$ xx,xxx	\$xxx,xxx	\$xxx,xxx
EXPECTED EXPENSES:				
Salaries:	\$ xx,xxx	\$ xx,xxx	\$xxx,xxx	\$xxx,xxx
Fringe Benefits:	\$ x,xxx	\$ xx,xxx	\$ xx,xxx	\$ xx,xxx
Occupancy/Rental:	\$ x,xxx			\$ x,xxx
Supplies:	\$ xxx	\$ x,xxx	\$ xx,xxx	\$ xx,xxx
Postage:	\$ xxx	\$ xxx		\$ xxx
Equipment:			\$ xx,xxx	\$ xx,xxx
Travel:	\$ x,xxx	\$ xxx	\$ xxx	\$ x,xxx
Telephone:	\$ x,xxx	\$ xxx	\$ x,xxx	\$ x,xxx
Printing:	\$ xxx	\$ x,xxx	\$ xxx	\$ x,xxx
Staff Training/Conferences:	\$ xxx	\$ xxx	\$ xxx	\$ xxx
TOTAL EXPENSES:	\$ x,xxx	\$ xx,xxx	\$xxx,xxx	\$xxx,xxx
****Share of Federally Approved Indirect Costs:	\$ x,xxx	\$ x,xxx	\$ x,xxx	\$xxx,xxx
TOTAL EXPENSES INCLUDING DIRECT COSTS:	\$xxx,xxx	\$xxx,xxx	\$xxx,xxx	\$xxx,xxx

*****NOTE: Agency must have an approved (federal) indirect rate to complete this information. Indirect funding is considered part of an overall cap of 10% on administration in these grant awards.**

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Please complete this agency profile for the total agency (all programs) and then for HIV/AIDS direct services only.

Attachment H

TOTAL AGENCY						HIV/AIDS DIRECT SERVICES					
BOARD OF DIRECTORS		STAFF		UNDUPLICATED CLIENTS		STAFF		UNDUPLICATED CLIENTS		OTHER VOLUNTEERS	

	#	%	#	%	#	%	#	%	#	%	#	%
Native American												
African American												
Hispanic or Latino(a)												
Asian or Pacific Islander												
TOTAL MINORITY												
TOTAL WHITE												
TOTAL WOMEN												
TOTAL MEN												
Gay/Lesbian/ Bisexual												
Transgender												
PLWHA												

* Self-disclosure of HIV status is voluntary and is not required. Please indicate whether your organization classifies itself as a "minority" organization: YES _____ NO _____
 (A "minority" organization is one in which at least 51% of the board of directors and of the staff are persons of color.)

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Attachment I

PAST PERFORMANCE/REFERENCES

AGENCY NAME: _____

COMPLETE THE TABLE BELOW FOR UP TO FIVE (5) PREVIOUS (NOT CURRENT) CONTRACTS YOU CONSIDER PERTINENT TO THIS PROPOSAL. YOU MAY LIST ONLY ONE CONTRACT HELD WITH THE CONTRA COSTA HIV/AIDS & STD PROGRAM.

Contract Title	Grantor or Funder	Contract Period	# Of Clients Expected to Be Served	# Of Clients Served	Program Monitor & Phone Number
1.					
2.					
3.					
4.					
5.					