All questions should be directed to the RFA Authorized Contact Person no later than September 17, 2021 at 12 PM CST.

Last update by Justin Ferrill: September 21, 2021

Questions	Answers
Have you updated the Budget document which was for HOPWA?	Yes, the budget document on the RFA website was updated on 8/26/2021
On page 3 of Form C, at the bottom it says, "The following must be completed, and hand delivered" yet the entire application is to be submitted electronically (per the offer sheet). Please clarify.	The application is to be submitted electronically in PartnerGrants.
Can monitoring reports be from other jurisdictions/contracts?	Yes, monitoring reports can be from other jurisdictions/contracts.
The instructions tab of the budget form references HOPWA. Will this be updated? For example, Line 15 references question 30 of the HOPWA RFA	Yes, update has been made in the spreadsheet.
On Form G, Application Threshold Checklist, III. Agency Certification, No. 3, the question asks if Agency has experience successfully working with the priority population and providing services in the *Dove Springs* neighborhood. Is this correct?	No. The language in the document has been updated to say "community".
On pages 1 and 3 of Form C it states that documents should be hand delivered. Is there anything we need to submit (hand deliver), or does everything go through PartnerGrants?	Everything should be submitted through PartnerGrants. No hand-deliveries are acceptable.
Is it possible to view all the question in PartnerGrants prior to starting the application? It appears that we have to submit attestations before we can see app questions.	Yes, you should be able to view all the questions
In appendix F peer support: it appears that the central agency will hire, train and support CHW. However, it also states that the service sites must hire the CHW after 3 months. What is the anticipated workflow for this and is the central site still responsible for oversite and training?	Yes, the Central Agency will be responsible for hiring, training, and supporting the Community Health Workers. The Central Agency will then identify subrecipient locations where the Community Health Workers will be assigned. Planning Council will update the Directive to clarify this section.
What percent of the total budget can be administrative costs?	Part A administrative costs are capped at 10%. The total budget tab has been updated to reflect this.
If an agency wants to apply for funding for multiple services, are we required to complete and submit a separate Form C for each service area?	If an agency wants to apply for funding for multiple services, they are only required to complete and submit one Form C.
Or should we consolidate all the information into one copy of Form C for submission?	Yes, please consolidate all information into one copy of Form C.

(Is it possible to submit multiple copies of Form C?)	
Form C – Question 16 of asks for monitoring reports for the past 2 years whereas Form G asks for the past 5 years. Please clarify which you prefer.	Please submit monitoring reports for the past 5 years. Please disregard the monitoring question listed in the last lines of question 16 in Form C. This form will be updated to delete those lines.
Form C – Question 21 continues with the text of the previous Question 20 and asking for the CLAS standards once more.	Question 21 has been updated to remove the CLAS question, which was a duplicate.
The RFA forms do not mention any renewals and it seems like this will be a one-year program from 03/01/22 to 02/28/23. Yet during the pre-proposal conference, it was mentioned possible three one-year renewals. Please clarify and advise.	These awards will be for one initial year (12 months), plus 3 (12-month) extension options.
I see question 20 is listed with question 21 in the RFA Application. Can you confirm we do not need to answer Question 20 with Question 21?	Yes, that is correct. Please disregard the section of Question 21 that references Question 20. The document will be updated to reflect this change.
Can you confirm "GQHC" is meant to be "FQHC" on page 28 of the RFA Scope of Work?	Yes, that is correct. The appropriate reference is FQHC and not GQHC.
PartnerGrants shows the application deadline as 9/27/2021 at 12:00pm, while the RFA Standard Solicitation Instructions lists the deadline as 9/27/2021 at 5pm. Could you clarify what time the application is due?	The application deadline is 9/27/2021 at 5 PM CDT.
I do not have the option to click the "Edit" button on the Pre-Application Threshold Checklist in PartnerGrants. Could you please advise?	Please complete Form G from the RFA attachments and upload to "HRAU RFA Required Applicant Documents" once completed. The "Pre-Application Threshold Checklist" section in Partnergrants has been removed.
The Application Threshold Checklist on the RFA website lists different required documentation, such as the four approved board meeting minutes, as compared to the Pre-Application Threshold Checklist in PartnerGrants. Could you please clarify which checklist and attachment list we should complete?	Please complete form G from the RFA attachments and upload to "HRAU RFA Required Applicant Documents" with all requested documents, once completed. The "Pre-Application Threshold Checklist" section in Partnergrants has been removed.
Could you please clarify the peer support directive? Will one central agency be awarded for Medical Case Management- Community Health Worker, with duties outlined on pages 2-4 of Appendix F?	Yes, one agency will be awarded Medical Case Management – Community Health Worker. Yes, the Community Health Worker program and duties of the Central Agency are listed in pages 2-4 of Appendix F.
Regarding Appendix F- peer support, referenced in the Questions and Answers- What process will the Central Agency use to identify subrecipient locations where the Community Health Workers will be assigned?	Community Health Workers will be assigned to subrecipients who are also funded for the Medical Case Management service category.

Our agency will be applying for funding in several different service areas. Are we required to submit (in PartnerGrants) a separate copy of *Form C - RFA Scope of Work and Application* for each service area? My understanding is that we are supposed to attach one copy of *Form C* in PartnerGrants and work on multiple "Program Work Statement Forms" online for each of the service areas we'd like to fund. But, looking over the RFP, I'm not so sure. Can you please clarify?	Yes, you are correct. Only one Form C should be completed for each agency and submitted in PartnerGrants. "Program Work Statement Forms" will be completed in PartnerGrants, for each service category in which the agency is seeking funding.
On page 15 of Form C, #41 asks that we submit resumes or job position descriptions of program staff working with clients and states that applicant may submit up to 5 additional pages. Does this mean that all of the resumes or job descriptions submitted must fit all onto 5 pages?	Please limit resume or job position description of program staff working with clients to 5 pages each. Meaning the page limit for one position would be 5, for two it would be 10, and so on.
If applying for two or more program services, does the 25,000-word count apply to Questions 26, numbers 5 through 13 as well?	No, the word limit does not apply to items 5-13, in Question 26.
Per question 26, the questions should be completed in the Program Work Statement in PartnerGrants and questions 5-13 should be completed for each service category. It appears that there is a 12,000-character limit for each question. Is the 12, 000 limit for the Program Work Statement per question or comprehensive of all the questions in the Program Work Statement. Also is this word limit per service category or comprehensive of all service categories and we assume this is not included in the 25,000-word limit for Form C?	Each response field for items 1-4 of Question 26 have a 12,000-character limit in PartnerGrants. Each response field in the "Program Work Statement for HIV Service Category" for items 5-13 in Question 26 is limited to 15,000 characters in PartnerGrants. Each service category has the same response field limits and the limit is independent of other service categories. The responses for items 1-4 and 5-13, of Question 26, do not count toward the 25,000-word limit in Form C.
Per question 26, the questions should be completed in the Program Work Statement in PartnerGrants and questions 5-13 should be completed for each service category. It appears that there is a 5,000-character Output by Service category. We assume this is not included in the 25,000-word limit for Form C?	Yes, you are correct. The responses to items 5-13 in Question 26 are not included in the 25,000-word limit for Form C.
Under question #26, #13, please clarify what is expected under Part A responsibilities (there seems to be descriptive language missing)?	This item is referencing the Ryan White Program Monitoring Standards. Please see the description for item #13 of Question 26 below. "HRSA/HAB Ryan White Program Monitoring Standards If this service is funded by the Ryan White HIV/AIDS Program, enter all items for the

	service as listed in the Provider/Subgrantee Responsibility column of the HRSA/HAB Ryan White Program Monitoring Standards. Do not describe how the requirement will be met; only list the responsibilities."
Should we submit Form G- Application Threshold Checklist as supporting documentation in the HRAU RFA Required Applicant Documents?	Yes, please complete Form G - Application Threshold Checklist and submit with supporting documents in the HRAU RFA Required Applicant Documents.
Does Form G- Application Threshold Checklist need to be signed by our Authorized Representative?	Yes, an updated Form G that contains a signature line has been uploaded to the solicitation website.
Where do we answer question 26-5 in the program work statement on PartnerGrants?	On the bottom left side of the Program Work Statement Page in PartnerGrants, there is an option to "Add" service categories. Select "Add" and items 5-13 of Question 26 will be completed in the next screen.
Question 34 asks for output measures for each Service category, yet there is only space to enter outcome text for one service category. Where are the additional service categories entered?	Outcomes and outputs for additional service categories should be entered into the PartnerGrants "Outcome by Program Service Category" application section.
For Question 45 - Should the applicant answer question 45 for each service category? (note funding amount requested and total clients served vary per service category)	For question 45, please enter the cumulative/total dollar amount being requested across all service categories and the total number of proposed clients served for those categories.
For Question 44, should in-kind positions be listed in this chart?	Yes, please include in-kind positions.
Are we supposed to submit the threshold review documents prior to the 09/27/2021 deadline?	No, the threshold review documents should be submitted with the rest of the application, all at once.
In Form C, the Program Staffing form in Question 44 has only 10 lines. This is not enough lines to include all the staff our agency is budgeting to fund. How should we provide you with the information requested in Question 44 if the number of staff exceeds the 10 lines that are available in the table?	Please include the additional employees in a separate document and upload the document into PartnerGrants, "HRAU RFA Required Applicant Documents" section. Please title the document "Program Staffing".
By "any" do you mean "all" monitoring reports from funders within the past five years? Or, just a sample. How many monitoring reports are enough?	Please submit all monitoring reports from funders received in the past 5 years.
Are you looking for monitoring reports specific to the programs for which we're seeking funding? Or ALL (including service areas not funded by RWA)?	Please submit monitoring reports for all funding sources, including non-RWHAP funding sources.

Do you want us to submit monitoring reports AND our responses? Or just the original monitoring reports?	Monitoring reports with responses is sufficient.
Is there a limit to the size of the file we can submit? With all the documents requested (including five years' worth of monitoring reports), if we submit it as one file it's going to be very large.	The system does not limit the file size for uploads.
For Emergency Financial Assistance, the description says that 1 Unit = 1 Prescription. The text allows for EFA to pay for other things, such as rent and utilities. Can we assume that 1 Unit is 1 Check? Is there another way to define it?	Additional outputs may include the following. **Subcategory**: Emergency Assistance – Prescription **Service Units**: Per prescription **Subcategory**: Emergency Assistance – Utilities **Service Units**: Per transaction **Subcategory**: Emergency Assistance – Food **Service Units**: Per visit
Are the outcome measures for MCM CHW the same as the MCM outcomes?	Yes, the outcome measures for MCM CHW are the same as the MCM outcomes.
Regarding the question about section 26-5, I see that we choose the Service Category Name in PartnerGrants, but I do not see where we answer the question listed in the RFA application of 'Describe how the agency will evaluate the program's performance in achieving program goals.' Can you please advise?	It appears that the only information required is the service category. Please disregard the description listed after this item 5 of question 26.
Should all outcome measures be included in the same box under question 34B of the RFA Application?	Yes, please include all outcome measures in the same box.
Is electronic signature acceptable for the Application Threshold Checklist?	Yes, electronic signature is sufficient.
How do we add rows to the table in question 44 of the RFA Application?	Please include the additional employees in a separate document and upload the document into PartnerGrants, "HRAU RFA Required Applicant Documents" section. Please title the document "Program Staffing".
Can you confirm that NOTHING needs to be physically dropped off for this submission and that everything can be uploaded into Partner Grants?	Application documents are all to be submitted in PartnerGrants. No physical documents must be dropped off.
There is an updated application form on your website. Can you please detail exactly what has changed?	The last update to Form C-RFA Application RWHAP was on 8/30/21. The Q&A listed on the competition's website has all of the questions submitted and with responses.
Regarding the cost allocation in PartnerGrants. If we just upload Form H Program Budget	Please upload form H for the cost allocation section in PartnerGrants.

Justification for that, why is there a drop-down menu to choose the service category when all of the service categories are in the same form?	
Are there required outputs for the Linguistics service category?	The 1 required output for Linguistics Services is the number of clients served/receiving Linguistics Services.
What is the outcome target for outcome 1 of the Linguistics service category?	Outcome measures and targets will be finalized during contract negotiation.
Are there required numerator and denominators for the Linguistic services category?	Numerator and denominator definitions will be determined based on the Outcome measure(s) selected during contract negotiation.
The program monitoring standards for Linguistic services lists the following: "Maintain documentation showing that interpreters and translators employed with Ryan White funds have appropriate training and hold relevant State and/local certification." Are providers able to use Linguistic services funding to support translation services, as opposed to utilizing funds to employ translators?	I believe the program monitoring standard is using the term "employed" in a general manner, not necessarily employees of the agency. Yes, the funding does support translation services.