## GUIDELINES FOR "ENDING HIV IN ALABAMA"
COMMUNITY PROJECT FUNDING
FUNDED BY UAB 1917 AND UAB CFAR

GRANT FOCUS

The purpose of this request for funding announcement (RFA) is to assist the statewide effort to eliminate HIV by promoting advances along the HIV Care Continuum geared toward achieving the United Nations Programme on HIV/AIDS (UNAIDS) 90-90-90 targets: 90% of all individuals with HIV knowing their diagnosis, 90% of those diagnosed on treatment, and 90% of those on treatment achieving suppression of their virus. In understanding the importance of community-driven initiatives, this funding opportunity seeks to build upon and expand an organizations' capacity in ending the HIV epidemic in Alabama. Funding will support new, innovative projects and initiatives that aim to:

- **DIAGNOSE** all people with HIV as early as possible and
- **TREAT** people with HIV rapidly and effectively to reach sustained viral suppression.
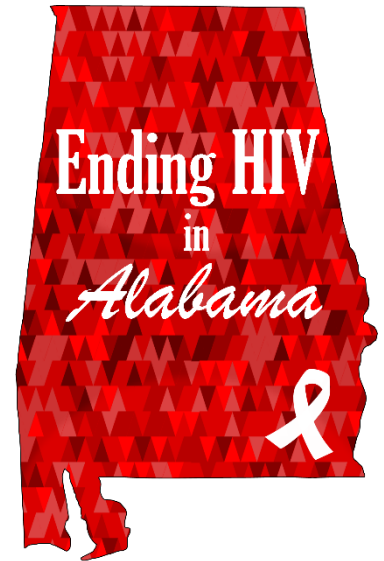
ELIGIBILITY CRITERIA

- Any Alabama-based public or private entity with a valid EIN tax ID #, including tribal, faith-based, or community-based organization.
- All projects/services funded by this funding initiative must take place in Alabama.
- Projects must include only allowable costs as described below under "**Budget Development Guidelines and Restrictions**"
- All projects/services must focus on achieving one or more of the 90-90-90 targets and describe how the project will help achieve this goal.

TIMELINE

- RFA Released: **12/1/23**
- RFA Information Session: **January 17, 2024 at 9am**
  (https://uab.zoom.us/j/83285993001?pwd=bEltdTNxR0NqSUZ5czQ1S3V2bURTZz09)
- Deadline for 2-3 page Concept Proposal: **February 16, 2024**
- Full Application Applicants Announced: **March 1, 2024**
- Deadline for Full Applications: **March 29, 2024**
- Awards Announced: **April 15, 2024**
- Funding Start: **May 1, 2024**

One award is available up to $35,000.

CONCEPT PROPOSALS

To apply for RFA funding, please submit the following information as a single combined PDF not to exceed three pages in length. Submit final proposals to Alyssa Carodine at acarodine@uabmc.edu and include the following components:

1. Project Description
2. Project Impact toward 90-90-90 targets (Learn more: http://www.unaids.org/en/resources/909090)
3. Anticipated project expenses

FULL APPLICATIONS

Submit full proposals electronically in one Adobe PDF file to Alyssa Carodine at acarodine@uabmc.edu. The Full Proposal should include:
1. Complete Budget and Budget Justification
2. Project Plan (Maximum 5 pages for **a-f** below)
   a. Introduction (suggested length ½-1 page)
   b. How will this project impact the **DIAGNOSE** and/or **TREAT** targets in Alabama? (suggested length 1 page)
   c. What about this project is innovative? (suggested length ½ page)
   d. How will the project work? (suggested length 1 page)
   e. What are your proposed outcomes? (suggested length ½ page)
   f. (Optional) In what areas might you need technical assistance from UAB? (suggested ½ page)
3. Description of the population being impacted by the project (suggested length ½ page)
4. Resources and Environment: (suggested length 1 page)
   a. Organizational history including tax status
   b. Organizational structure including current staffing and facilities
   c. Surrounding/impacted community demographics
   d. Current ongoing funded projects that may correspond to request (if applicable)
5. Letters of Support/MOU's (letters of support from collaborators essential to the proposed project must accompany the application)
   a. MOUs (Memorandums of Understanding) must include language describing how funded project/initiative will continue in case collaborating partners cannot come to an agreement.

REVIEW CRITERIA FOR FULL APPLICATION

- Project Focus
  o Description of how you have prepared for this project/service through planning, focus groups, or some other method of data collection.
    ▪ What information have you gained that will assist in your project/service plan?
  o Is the project/service focused on the **DIAGNOSE** and/or **TREAT** 90-90-90 targets? Please specify which target(s) you are focusing on.
  o Is/are the population(s) being served at risk for HIV or people living with HIV?
  o Describe how this project/service is innovative.

- Resources
    - Does your organization have experience with this type of project/service?
        - If so, how will the experience assist in this project?
        - If not, what steps have you taken to make sure your organization has the capacity to implement this project/service?
    - Is this project/service sustainable outside of UAB CFAR funding? Please describe plans for sustainability.
    - Is this project/service a collaboration between two or more organizations?
        - If so, what strengths of each organization are you leveraging?
- Outcomes
    - Please describe how the outcomes are Specific, Measurable, Achievable, Realistic, and Time-bound (SMART). Guidance on SMART goals can be found at this link: https://www.samhsa.gov/sites/default/files/nc-smart-goals-fact-sheet.pd.
    - How would you determine if your project/service was successful? Please include metrics of success in your evaluation plan.
    - Grant recipients will work with a CFAR investigator to support the project's evaluation and planning. Project's without an existing relationship with CFAR investigators will be matched with an appropriate subject matter expert.
        - Do you have a specific person you would like with?
    - Will the data collected from your project/service contribute new information to the knowledge base about HIV in Alabama?
        - If so, what information might be gained?

BUDGET DEVELOPMENT GUIDELINES AND RESTRICTIONS

- Budgets should be developed in a fashion that details appropriate, allowable, and justifiable expenses for a **one-year period**.
- Allowable costs include:
    - Salary and fringe for project-assigned staff
        - Salary support is limited to 25% for the project leader, unless special permission is received.
    - Supplies and materials for project implementation
    - Consultation services required for project implementation
    - Travel within community and to UAB for meetings relating to the project
    - Promotional costs related to community engagement
    - Infrastructure costs required for project implementation
        - Limited to computer software, communication costs, and printing costs
- Unallowable costs include:
    - Cash payments to individuals including payments for participation in focus groups
    - Lobbying activities
    - Purchase of alcohol
    - Equipment purchases exceeding $5,000
    - Renovation, construction, or remodeling costs

- o Pre-exposure prophylaxis (PrEP)
- o Post-exposure prophylaxis (PEP)
- Average award expected to be no more than $35,000 in direct costs; Indirect costs are allowed at a rate of 10%.
- Awards are one year in length.
- All costs must conform to Ryan White Part C cost standards: Early Interventions Services, Core Medical Services, Clinical Quality Management, Support Services, Administrative Costs (not to exceed 10%).

AWARD DETAILS

Awards will be issued via subcontract from UAB to the community partner. These agreements will detail terms and conditions of the funding including payment milestones, invoicing procedures and progress reporting requirements.

QUESTIONS

For questions or more information, contact Alyssa Carodine at acarodine@uabmc.edu