

**National Institute of Allergy and Infectious Diseases
(NIAID)
HIV Vaccine Research Education Initiative
Local Partnership Program
REQUEST FOR PROPOSALS**

Proposal Due: February 16, 2007

Purpose

The Division of AIDS (DAIDS) in the National Institute of Allergy and Infectious Diseases (NIAID) launched the NIAID HIV Vaccine Research and Education Initiative (NHVREI) in 2006. The purpose of the Initiative is to engage national and other organizations to increase knowledge about and support for HIV vaccine research among U.S. populations most heavily affected by HIV/AIDS. The Initiative aims to: (1) Increase awareness of the need for an HIV vaccine in communities most affected by HIV/AIDS; (2) Improve the public's knowledge of and attitudes toward HIV vaccine research; (3) Enhance the partnership between community and HIV clinical trial researchers and (4) Create support for current and future HIV vaccine trials and foster an environment that supports clinical trial volunteers.

Successfully building support for vaccine research is a challenge for all vaccine development efforts. It is especially challenging in the field of HIV vaccine research, where long-term support must be developed amid the uncertainty of when vaccine candidates will be ready for clinical trial recruitment, and where a climate of misperception and mistrust exists within some populations critical for recruitment. **An effort to inform the general public of the ethics, safety, and status of HIV vaccine clinical research is essential to the objective of vaccine research.**

An HIV vaccine would be a major component in the battle to stop the spread of HIV/AIDS. Since NIH support for HIV vaccine clinical trials began in 1987, more than 23,000 participants have enrolled in 96 trials testing more than 58 HIV vaccine candidates. Analysis of enrollment in Phase I and II HIV vaccine trials funded by NIAID between 1988 and 2002 showed that racial and ethnic minorities represented 17% of trial participants. In order to ensure that results of clinical trials are generalizable to all segments of the population, it is necessary to recruit and retain sufficient numbers of the most highly affected populations to HIV vaccine trials. Further, given that tens of thousands of participants are needed for current or planned trials, it is necessary to create a climate in which HIV vaccine research is understood, accepted, and actively supported. This is particularly critical among groups disproportionately affected by HIV. In 2000, DAIDS began the HIV Vaccine Communications Campaign (HVCC) to expand awareness and support of HIV vaccine research among populations most affected by HIV. Recent research reveals that public awareness and understanding of HIV vaccine

research is low, with a lower level of understanding among certain populations considered most at risk. Consequently, NIAID is launching the NIAID HIV Vaccine Research Education Initiative, which will continue and expand on the previous HVCC. The goal of the NHVREI partnership program is to build strong networks and partnerships between NIAID and the community based on the early work of the HVCC, to foster an environment that supports HIV vaccine research and to increase individuals' willingness/intent to participate in HIV vaccine clinical trials. HIV vaccine research is being conducted at local sites across the United States and its territories. Involvement of local organizations and community leaders in supporting HIV research and participants is essential to the success of this endeavor.

I. FUNDING AVAILABILITY

Up to \$35,000 annually (direct and indirect cost) for local non-profit community-based organizations (CBOs) and AIDS service organizations (ASOs) will be made available through a subcontract from Academy for Educational Development (AED), which has been contracted by the National Institute of Allergy and Infectious Diseases (NIAID), National Institutes of Health (NIH), U.S. Department of Health and Human Services (HHS) to carry out the NIAID HIV Vaccine Research Education Initiative. The initiative anticipates awards ranging between \$20,000 and \$35,000 annually and 10 to 15 organizations being funded for a period of two years and four months (March 1, 2007 through June 30, 2009). Funding will not exceed \$82,000 per organization during the funding period. Local partner funding will be awarded incrementally and additional funding will depend on each partner's annual performance reviews and availability of federal funds for this project. The NHVREI will announce decisions on continuation of funding and new competitive rounds for local partners in early 2009.

Organizational Eligibility

To be eligible for an award, an organization must meet the following criteria:

- Community-based non-profit organization as evidenced by a current 501(c)(3) status (a copy of your letter from the Internal Revenue Service must be included with your proposal);
- ASOs and CBOs with offices in the following selected cities and jurisdictions:
 - Atlanta, Birmingham, Boston, Chicago, Nashville, New York City, Philadelphia, Raleigh (NC), Rochester, San Francisco, Seattle, the District of Columbia and Puerto Rico.
- Both previously funded Community Education and Outreach Partnership Program (CEOPP) awardees and organizations with no history of funding as a CEOPP partner are eligible;
- Demonstrated working history in reaching one or more of the targeted population(s) (e.g. Blacks/African Americans, Hispanics/Latinos, and Men who have Sex with Men (MSM) of all race and ethnicities);
- Evidence of existing collaborative relationships or partnerships with local or national CBOs, ASOs and other organizations that serve the target population or work on HIV-related issues;
- Evidence of stable organizational infrastructure and financial solvency; and
- Technological capabilities including in-house access to e-mail and the Internet.

Not Eligible

The following types of organizations are not eligible for funding in whole or in-part under this RFP:

- For-profit organizations/institutions;
- National organizations
- Governmental agencies;
- Universities/Colleges, and

- HIV Vaccine Trial Units (HVTUs) or the HIV Vaccine Trial Network (HVTN)

PROPOSAL DUE DATE

- Full proposals must be post marked **by 5:00 PM (EST) on February 16, 2007.**
- Proposals may **NOT** be faxed or e-mailed. Faxed or email proposals will not be reviewed and will **not** be returned.
- Please submit seven (7) copies of the proposal (including one that is clipped together (not bound) that can be easily duplicated. Please send proposals to:

**Stacey Little
Director of Partnerships
AED Center on AIDS & Community Health
1825 Connecticut Ave, 9th Floor
Washington, DC 20009**

Request for Proposals

This Request for Proposals provides all the information needed to apply for funding: background information, timelines, proposal contents, evaluation criteria, etc.

Funding Period

The funding period for NHVREI LPP is March 1, 2007 through June 30, 2009.

II. BACKGROUND

In 2004, The Community Education and Outreach Partnership Program (CEOPP) was established by the Division of AIDS, NIAID, NIH to support the HIV Vaccine Communications Campaign (HVCC) goal of creating a “supportive environment for HIV vaccine research by increasing the capacity of non-profit HIV/AIDS service organizations to conduct HIV vaccine awareness and education activities in the communities in which they serve.” Twenty (20) nonprofit organizations underwent a competitive bid process to receive funding to support CEOPP activities. CEOPP conducted informational sessions, distributed educational materials at community events and health fairs, conducted general media outreach, participated in TV and radio interviews, and published program specific newsletter articles.

In 2006 the HIV Vaccine Communications Campaign was redesigned as the NIAID HIV Vaccine Research and Education Initiative (NHVREI). NHVREI is a national initiative but also will have local and regional community partners. The community partnership program was one of the more successful elements of the HVCC; lessons learned from the CEOPP program were incorporated into the design of the partnership element of the NHVREI. The NHVREI partnership program has two approaches that will work together: the local partnership program (LPP) will seek to create a supportive environment for HIV vaccine research by mobilizing existing community partnerships and networks to educate key communities about this research in localities where HIV vaccine clinical trials are ongoing or planned. The NHVREI will also have an established network of national organizations that will complement the local partnership program and provide a broader outreach mechanism to improve public awareness across the United States and its territories. Together the local and national partnership programs will support the NHVREI goal of increasing knowledge about and support for HIV vaccine research among those U.S. populations most heavily affected by HIV/AIDS where the greatest need for HIV vaccines exists, especially Blacks/African Americans, Hispanics/Latinos, and Men who have Sex with Men (MSM).

III. OBJECTIVE AND REQUIRED ACTIVITIES

Objectives

The NHVREI local partnership program is interested in reaching communities who are disproportionately affected and infected by HIV/AIDS, specifically African Americans/Blacks, Hispanics/Latinos, and MSM, by developing partnerships with organizations that have the greatest credibility with and access to these populations.

Funded organizations will have local and potentially regional influence with regard to HIV and related issues of concern to the target populations.

NHVREI local partners will:

- **Increase awareness among community members about ongoing HIV vaccine research in their jurisdiction or locality.** Local organizations will learn about vaccine research and facilitate workshops in communities on the basics of vaccine research and clinical trials.
- **Establish leadership and support for HIV vaccine research and its clinical trials and among community opinion leaders and those eligible to participate in trials.**
- **Serve as HIV vaccine educators and promote accurate messages and information to the community.** This will be implemented primarily through the integration of HIV vaccine research information into existing programs, services, curricula, and published literature by the funded organizations.
- **Increase their capacity to provide and become a primary source of accurate and relevant media messages to local media channels.**
- **Increase their knowledge and understanding of scientific and social issues related to HIV vaccine research and trials.**
- **Increase the visibility and usage of the website through linking sites and uploading information to the URL: “www.bethegeneration.org”**

REQUIRED PROGRAMMATIC and ADMINISTRATIVE ACTIVITIES

To receive funding under this RFP, each organization applying **must** agree to participate, **at a minimum**, in the following activities:

A. Local Partner Orientation Meeting

At least one individual from each organization funded under this RFP is **required** to attend a two-day meeting with Initiative staff in Washington, DC during early March 2007. (Note: The costs of travel, lodging, and meals for **one** person will be covered by the Initiative and should **not** be included in the budget request. Additional persons may attend, but their travel and lodging must be supported by the local partner through funding other than NHVREI funds .)

This meeting will:

- 1) Review the requirements of the contract;
- 2) Provide an overview of ongoing vaccine research, including an HIV vaccine basic training;

- 3) Answer key questions related to research, including how to conduct an HIV Vaccine Basics educational sessions;
- 4) Review the Initiative's HIV Vaccine Awareness Day (May 18) plans;
- 5) Review other key activities related to the initiative; and
- 6) Review and discuss evaluation and progress reporting requirements.

B. HIV Vaccine Awareness Day Activities

Each funded organization must host at least one public activity on HIV Vaccine Awareness Day (HVAD) which is on May 18, 2007 (e.g., press conference, town hall meeting, public forum, workshop, training session, etc.). Each year on May 18, individuals across the world acknowledge the contributions of vaccine trial volunteers and researchers in the progress towards finding an HIV vaccine. Ideally, this activity will be one that will generate media attention and garner support among those interested in and willing to participate in vaccine trials. HVAD materials, including bilingual (English-Spanish) printed advertisements and radio spots will be made available for use. An HVAD "Tool Kit" with sample press releases, editorials, letters to the editor, etc. will be provided. (All HVAD material will be made available to any organization requesting it, regardless of whether it receives funding under this RFP). For information on HVAD 2007, visit www.aidsinfo.nih.gov or call (800) 448-0440.

C. Training and TA

Participants from each of the funded organizations will receive training and technical assistance on the following subjects:

- HIV Vaccine Basics
 - Partners will learn the basics of HIV vaccines in order to facilitate in-house training for their staff as well as in the community.
- Media Plan Development
 - Partners will participate in media plan development training and receive assistance to engage in a community specific media analysis in their locality or jurisdiction.
- Current HIV Vaccine Research and Updates
 - Partners will participate in web-based training and informational dialogue with key HIV vaccine researchers, policy makers, and influencers.
- Monitoring and Evaluation
 - Funded partners will be expected to submit activity and data summary reports on a quarterly and annual basis.

D. Website Updates

- Partners will submit timely community specific informational updates on community events and initiatives, research trials, vaccine educational programs, policies that effect vaccine trials locally, and other relevant information to AED for uploading on the website (www.bethegeneration.com).

E. Coordination with HVTN/HVTUs and the VRC

The Division of AIDS sponsors the HIV Vaccine Trials Network (HVTN), an international collaboration of scientists and institutions whose goal is to accelerate the search for an HIV vaccine by sharing trial results and facilitating parallel, concurrent testing. Through HIV Vaccine Trial Units (HVTUs), the HVTN conducts all phases of clinical trials, from evaluating candidate vaccines for safety to testing vaccine efficacy. Each HVTU in the United States has a dedicated community outreach and recruitment program. All funded partners will be expected to develop working relationships and harmonize their outreach goals with the vaccine trial site(s) within their city, state, or jurisdiction. It is crucial that the LPP staff work collaboratively with the outreach staff of the trial site(s) throughout the funding period of the project. In cities where there is an HVTU in addition to other vaccine trial sites, LPP organizations must at a minimum coordinate their activities with the HVTU.

F. Reporting and Programmatic Oversight

Partners will be required to submit the following:

- Monthly Progress Reports (due the 10th business day after the end of period being reported). These reports shall include a brief narrative summary of activities for the previous month, staff time on the project, and activities planned for the next month. A monthly report shall not be required when a mid-year or annual report is due.
- Quarterly Financial Reports (due 30 days at the end of the reporting period). AED will provide requirements for these reports during the project orientation and training session.
- Mid-Year and Annual Programmatic Reports. These reports shall include a summation of the results of the entire contract work for the period covered, including results of work proposed in the annual work plan and activities conducted that were not included in the original work plan. The monthly report shall not be required when the mid-year or annual report is due.
- Final Programmatic and Administrative Report (due 30 days after the end of the contract period). This report shall include a summation of the results of the entire work period covered by the subcontract, including accomplishments, problems encountered and resolutions. No other report will be required when the final report is due.

Note: The Program Manager may determine that site visits or other oversight activities are required to assess partners' programmatic efforts.

IV. PROPOSAL SUBMISSION REQUIREMENTS

Each organization requesting funding under this RFP **must** submit a proposal describing the following components:

- A. Organizational and Staff Capability
- B. Measurable Goals and Time-phased Objectives
- C. Detailed Work Plan and Timeframe
- D. Evaluation Plan
- E. Detailed Budget Request
- F. Required Documentation
- G. Support Documentation

Requirements for each of these components are described below. Proposals must be limited to no more than 17 pages (not including required and supporting documentation), single spaced, 12-point font, and 1-inch margins. **Proposals exceeding this page limitation will not be considered for funding.**

A. Organizational and Staff Capability (2 pages maximum)

In your proposal describe your organization and its ability to respond to the requirements of the RFP. You **must**:

- a. State your organization's mission and discuss how it relates to the goals of the Initiative.
- b. Describe your organization, including its structure, and the size of your membership/affiliates/client population, and how the target populations will participate in the development of activities carried out under this RFP.
- c. Discuss your organization's experience working with and linkages to those communities most affected by HIV/AIDS (e.g. Black/African Americans, Hispanics/Latino, Men who have Sex with Men and with youth in all of these categories).
- d. Demonstrate your organization's ability to collaborate by describing and providing examples of existing collaborative relationships your organization has with other organizations, including local and/or national CBOs and ASOs.
- e. Discuss your organization's experience managing contract dollars and systems in place for tracking expenditures (provide examples).
- f. Identify key staff for the proposed project (or job description/qualifications if an individual is to be hired) and where the project fits in the organizational structure; attach resumes or CVs as appropriate.
- g. Describe the Project Manager's role in managing this project. Describe how this individual will oversee the project activities, including ensuring that tasks are accomplished and that educational efforts are science-based (e.g., demonstrated knowledge and past experience with health education and communications efforts). Describe the project manager's experience working with and understanding of the population(s) to be targeted.

B. Measurable Goals and Objectives (2 pages maximum)

Each organization must develop a list of goals and objectives which meet the purpose of the RFP and specifies the target population(s) to be addressed. In your proposal:

- a. State the overall long-term goal(s) of the project. These goals should relate directly to the intent of the RFP.
- b. Provide a list of specific, time-phased, measurable objectives. The objectives should address the specific focus of the RFP, **including specific target populations to be addressed.**
- c. Ensure that all “**Required Programmatic Activities**” (III. A-E on pages 6-8) are addressed in the goals/objectives section of your proposal.

C. Detailed Work Plan and Timeframe (6 – 8 pages maximum)

Please provide a detailed work plan of how the specified goals and objectives will be met. In the description, include:

- a. Key target dates/ timelines and activities that you will undertake
- b. Key staff involved
- c. Key partners/collaborators
- d. Expected results
- e. A method and steps for collaborating with the HIV vaccine trial site(s) within their city, state, or jurisdiction.
- f. Other information that will demonstrate a clear understanding of the activities necessary to achieve objectives
- g. Descriptions of how specific objectives will be implemented, timelines for activities, which aspects of HIV vaccine awareness will be addressed, and how you will ensure that all activities are linguistically and culturally appropriate
- h. Discussion of how you will ensure that all activities are culturally and linguistically appropriate.

The project work plan should include delivery of quarterly progress reports to AED, which will summarize activities to date and identify accomplishments, barriers, and next steps.

D. Evaluation Plan (3 pages maximum)

All funded organizations must conduct an evaluation of funded activities. Both process and outcome evaluations are anticipated, including the development of specific, time-phased measurable goals and objectives. Your evaluation plan should be based on your stated goals and objectives, and should provide a means for determining if these goals/objectives were met. Sample process evaluation strategies may include:

- a. Counting number of events/activities held over a course of the award;
- b. Counting attendance at events;
- c. Determining the number of the organizations’ documents, correspondence, educational materials and brochures of inclusive of HIV vaccine research messages;
- d. Counting materials distributed;
- e. Determining any increase/decrease in requests for informational materials relating to HIV vaccines and research;
- f. Determining the number of activities executed in the media plan by organization; and

- g. Tracking and monitoring local media coverage generated by events and/or the organization.

Sample outcome evaluation strategies may include administering pre-program implementation and post-program questionnaires to measure changes in knowledge of, attitudes about, and intention to participate in HIV vaccine research of the targeted communities. Funded organizations will be expected to work with AED and the evaluation contractor NOVA Research Company to support additional evaluation efforts. Organizations will be given all evaluation instruments and provided technical assistance on the adaptation of the instruments for use with the partner's work plan.

E. Detailed Budget Request (2 pages maximum)

Please provide a detailed budget, with narrative, on how you plan to use the funding (up to \$35,000 for community-based/AIDS service organizations per year).

Note: These amounts are total cost, direct and indirect. Your budget request **cannot** exceed this amount, and your proposal will be eliminated for consideration if it does. In-kind or cost-share contributions do **NOT** count against this amount. If in-kind or cost-share contributions are to be provided, please discuss their source and include a letter of commitment.

***Excluded Costs:** Capital expenditures (e.g., computers, laptops, cell phones, furniture, renovations, etc.) are not allowed under this RFP.

Budgets should provide information on the following items:

1. Personnel

- a. Staff: Name, title, and percent of time on the NHVREI project. If staff is assigned to other projects please describe their other responsibilities and the percentage of time they are supported by other activities and funding source.
- b. Fringe Benefits

2. Direct Cost

- a. Local Travel
- b. Meeting Expenses
- c. Photocopying/duplication
- d. Supplies
- e. Postage
- f. Telephone/fax
- g. Space
- h. Other direct costs

3. Indirect Costs

Indirect costs should be included in project budgets. Provide approved indirect cost rate, the base or basis for this rate, and include supporting documentation. Detail what is included in this rate. Remember, the total amount requested, including any indirect costs, cannot exceed \$35,000.

4. In-Kind or Cost-Share Contributions

In-kind or cost-share contributions are not required. If any are to be included in the project budget, please provide an amount and description.

F. Required Documentation (no more than 10 pages)

Each organization applying for funding **must** include:

- a. A copy of its current 501(c)(3) status certifying that it is a non-profit, community-based or a national non-profit organization.
- b. A copy of the organization's latest audit report (summary pages).

Note: all required documents should be included in the appendix section of your proposal.

G. Support Documentation (no more than 10 pages)

Applicants may provide up to 10 pages of supporting documentation to substantiate their organization's capability and experience reaching the target populations. We encourage applicants to include letters of support with local and or national CBOs and ASOs that describe your collaborative relationship. This documentation should be specific to the goals of the RFP.

Note: all support documents should be included in the appendix section of your proposal.

IV. PROPOSAL INFORMATION

A. Proposal Preparation instructions

- All proposals should be single-spaced using Times Roman font no smaller than 12 point.
- All proposals must have a table of contents (not counted as part of the 17 total pages).
- All pages in the proposal must be numbered.
- Provide a cover page that includes the title of the RFP, your organization's name, address, and Tax Identification or Federal Identification Number, and the name/telephone/fax numbers, and email address for the contact person (not counted as part of the 17 total pages).
- An original and seven (7) copies must be submitted. The original should not be stapled or bound other than with a binder clip.

C. Proposal Delivery

Please send seven (7) copies of the full proposal (including one that is clipped together, so that it is easily duplicable) **by February 16, 2007** to:

Stacey Little
Director of Partnerships
AED Center on AIDS & Community Health
1825 Connecticut Ave, 9th Floor
Washington, DC 20009

D. Proposal Assistance

If you have questions about completing your application, please contact Stacey Little, Director of Community Partnerships/Project Co-Director, AED, at (202) 884-8727 or by e-mail at: slittle@aed.org.

E. Proposal Checklist

Please use this checklist to ensure you have complied with all aspects of the Request for Proposals:

- Cover Page
- Table of Contents
- Organizational and Staff Capabilities
- Goals and time-phased measurable objectives
- Work plan that address all required and strongly recommended components
- Evaluation plan
- Budget and budget narrative (not to exceed \$35,000per year)
- Supporting documentation (up to 12 pages)
- Statement agreeing to implement required activities with appropriate narrative in workplan, evaluation plan, and in budget.
- Copy of current 501(c)(3) status
- Copy of most recent audit report summary (summary statement)

F. Proposal Preview Process

A panel will be convened to review all proposals and make recommendations for funding. Individuals on this panel will represent HIV vaccine educators; community-based and national organizations with strong ties to racial and ethnic minority communities, organizations serving gay and other men who have sex with men, individuals affected by and infected with HIV, and others committed to finding a vaccine for HIV. Federal employees may be on this panel. Applicants within the competitive range will undergo a secondary review of their partnership plan and their ability to collaborate with the local vaccine trial sites.

G. Proposal Review Criteria

Each section of the proposal will be scored using the following point system. The panel will meet to discuss each proposal, and will then provide guidance to the Initiative based on both the assigned points and discussion. Funding decisions may take into consideration target populations and geographic location of applicants to ensure appropriate target population coverage and maximum impact. Scoring will be based on the following proposal components:

1. Organizational and Staff Capability 25%
2. Goals/Objectives 20%
3. Work Plan 25%
4. Evaluation 20%
5. Budget 10%

6. Required Documentation (reviewed, not scored)
7. Support Documentation (reviewed, not scored)

H. Review and Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Organizational and Staff Capability (25 points)

- Does the applicant describe the organization, including the structure, and the size of membership or constituency?
- Does the applicant have strong experience working with and linkages to those communities most affected by HIV/AIDS (e.g. Black/African American and/or Hispanic/Latino men, women, youth and/or MSM)?
- Does the applicant clearly demonstrate the ability to collaborate with other organizations, including local and/or national CBOs or ASOs that serve specific NHVREI target populations?
- Does the applicant adequately discuss how the target populations will participate in the development of outreach activities carried out under this RFP?
- Does the applicant demonstrate the organization's experience managing contract dollars and systems in place for tracking expenditures?
- Does the applicant identify appropriate key staff for this project (or job description/qualifications if person is to be hired) and where the project fits in the organizational structure?
- Does the applicant discuss the manager's role in this project?
- Is the proposed staff reflective of the target population to be reached?
- Does the applicant describe how the organization will continue to support this type of work in the future once the Initiative's project funding ends?
- Does the applicant provide clear documentation of an existing or proposed partnership with the local HVTU or the VRC?

2. Goals/Objectives (20 points)

- Does the applicant state the overall goal(s) of the project?
- Are the goals related directly to the goals of the Initiative?
- Does the applicant provide a list of specific, time-phased, and measurable objectives?
- Do the objectives address the specific focus of the RFP, including specific target populations to be addressed?

3. Work Plan (25 points)

- Does the applicant include a work plan that describes project staffing plans, including management structure and/or in-house reporting requirements?
- Does the applicant include a brief discussion of how Initiative activities will complement/enhance existing programs within the organization?
- Does the applicant include a work plan describing key activities necessary to achieve each project objective? Is the work plan reasonable and realistic?

- Does the applicant provide a detailed description of how the organization will work in collaboration with the local HVTU or the VRC?
- Does the applicant reference quarterly progress reports to the Initiative?

4. Evaluation (20 points)

- Does the applicant provide a comprehensive evaluation plan that clearly describes how project progress will be measured?
- Does the applicant describe what steps will be taken to measure success in meeting the proposed goals and objectives?
- Does the applicant provide descriptions of both process and short-term outcome evaluation measures?

5. Budget (10 points)

- Does the applicant provide reasonable and appropriate justification for budget items?
- Is the requested budget consistent with the intent of the program award, and is it clearly in line with the goals and objectives and activities proposed for the budget period?
- Are sufficient funds allocated to support key elements of the proposed program?

6. Required Documentation (not scored)

- Does the applicant provide a copy of its current 501(c)(3) status certifying that it is a non-profit, community-based organization?

7. Support Documentation (not scored)

- Does the applicant provide supporting documentation to substantiate their organizations capability and experience reaching the target populations?
- Does the applicant provide copies of letters of support indicating existing collaborative partnerships with local CBOs and ASOs serving the target population?

Total Points: 100