

Request for Application (RFA)

Solicitation Title:	Health Equity Community Coalition Lead Organization – FORT LAUDERDALE, FL
Solicitation Number:	FY23-HPTN-096-12142022-01
Submit Application to:	ababinec@fhi360.org
Project Number	100124.003.017.096.004
Date of Issue of RFA:	December 16, 2022
Questions Due:	February 17, 2023
Public Meeting for Interested Applicants:	<p>A Public Meeting will be held on Monday, February 6, 2023 at 12:00pm ET.</p> <p>PLEASE PRE-REGISTER HERE:</p> <p>https://zoom.us/meeting/register/tjYtfu-vrjwsGdzHa3Y-H-Qjlx1xQ50NiP</p> <p>A link to the video recording of the meeting will be made available after the meeting.</p>
Date Applications Due:	March 3, 2023
Approximate Timeframe Contract Issued to Successful Candidate(s):	01 April 2023 – 30 November 2023 (with option to extend contingent upon funding)
Workplan Development Meeting	May 2023

<p>Method of Submittal:</p> <p>Submit questions and written or video applications (Applicant Response form and Budget) to: ababinec@fhi360.org</p> <p>Additional information will be publicly available through a public interest meeting to be held on February 6, 2023, with additional questions accepted via email until February 17, 2023. Questions and answers, as well as a recording of the public interest meeting, will be publicly available.</p>
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Background

HPTN 096 (Building Equity Through Advocacy) is a study funded by the U.S National Institutes of Health that is testing a combination of different kinds of interventions designed to reduce HIV transmission among Black men who have sex with men (MSM) by going beyond individual level

factors to address social and structural forces that impede access to prevention and treatment tools (i.e., HIV treatment, pre-exposure prophylaxis (PrEP) and testing). One intervention of the study involves leveraging (or building, if needed) a community coalition in Fort Lauderdale that will design and implement mobilization and advocacy strategies to address locally relevant **social and structural barriers** to HIV prevention and treatment for Black MSM. The coalition will also work to shape community social norms within the local service sectors to be supportive of wide-scale adoption of HIV testing, PrEP use and treatment engagement to reduce HIV inequities among Black MSM.

One organization is being sought to serve as the lead implementing partner in building, supporting, coordinating, and managing a community coalition in Fort Lauderdale. This organization will be referred to as the LEAD ORGANIZATION.

Scope of Work

The HPTN 096 (Building Equity Through Advocacy) study team is seeking one organization to serve as the LEAD ORGANIZATION implementing partner for the HPTN 096 study Health Equity intervention in Fort Lauderdale. The selected LEAD ORGANIZATION and its staff are tasked with leading the implementation of the HPTN 096 Health Equity intervention in Fort Lauderdale, including establishing a local COALITION and **providing administrative oversight and support** to the COALITION to conduct HPTN 096 study-specific activities.

The **LEAD ORGANIZATION** will:

- Complete study-specific LEAD ORGANIZATION workplan development meeting and training (approximately 1.5 days) targeted for May 2023.
- Lead the community engagement and mobilization activities to establish a local COALITION in Fort Lauderdale. This will involve building relationships with local organizations and community leaders, as well as leading outreach and education efforts with those partners, to build a local COALITION. If a local coalition already exists, this task will involve facilitating the coalition to advance HPTN 096 goals.
- Identify and obtain commitment from individuals to serve in leadership roles for the COALITION. These individuals do not need to be staff members of the LEAD ORGANIZATION.
- Participate in tailoring the principles of a synergistic community-based partnership to contribute towards the success of the HPTN 096 health equity study intervention.
- Facilitate COALITION identification of community needs, structural barriers, assets and priorities for action to establish goals to achieve greater equity in HIV treatment, PrEP use, and testing for Black MSM in the community.
- Once the coalition is established, facilitate and support COALITION implementation of HPTN 096-specific activities (see below for details of COALITION activities), including providing administrative, logistical, and communications support to the COALITION.
- Collect and provide information to the HPTN 096 study team that helps to describe COALITION establishment and program activities, (with guidance and technical support from the study team).
- Participate in design and user functionality testing of a centrally developed (i.e. led by the HPTN 096 study team) web-based resource guide platform that COALITIONS will use to provide information about local services.
- Review of study documents as requested.
- Participate in at least monthly health equity study team conference calls to track progress and provide updates/feedback.

- Participate in planning for structuring of COALITION to facilitate sustainability as a legacy beyond the study time period.

The HPTN 096 Health Equity **LEAD ORGANIZATION** will perform these activities in collaboration with, and with supportive technical assistance/consultation from, members of the HPTN 096 study team. The **LEAD ORGANIZATION** will be expected to communicate closely with key study team leads about all study-related COALITION activities in their community.

For the purposes of this study, a **COALITION** is defined as multiple relevant organizations and/or individuals who have agreed to work together towards a common goal, in this case to support community-wide adoption of HIV testing, PrEP use and treatment engagement to reduce HIV inequities among Black MSM.

Once the COALITION is established, there will be a minimum set of study-specific activities that the **COALITION** will be expected to implement over the entire course of the HPTN 096 study (approximate 3-year period). The role of the Health Equity Community Coalition **LEAD ORGANIZATION** is to **facilitate and support** the COALITION in performing these activities, as noted above. The lead organization is NOT expected to perform the coalition activities independently.

The **COALITION** will:

- Convene and staff regular coalition meetings.
- Participate in a study-specific coalition training (approximately 1 day) that includes content on structural competency, civic engagement, policy and advocacy, and the science of HIV prevention and treatment.
- Conduct an initial rapid mapping exercise to identify local resources and services that may help alleviate structural impediments to HIV testing, PrEP and/or treatment for Black MSM; and conduct annual “booster” mapping activities to ensure relevance.
- Convene a multi-sector (e.g., education, employment, housing, legal services, drug treatment and addiction, social services, criminal justice transition) service provider equity forum(s) to:
 - Raise awareness of local Ending the HIV Epidemic (EHE) goals
 - Raise awareness of HPTN 096
 - Illustrate the connection between their services and EHE goals
 - Encourage cooperation to leverage their services to reduce structural barriers to HIV prevention and HIV viral suppression for Black MSM
- Identify community needs, barriers, assets and priorities for action to establish goals to achieve greater equity in HIV treatment, PrEP use, and testing for Black MSM in the community, and determine advocacy activities to address these.

- Develop and maintain a curated roster of organizations that can serve the health and human service needs of Black MSM.
- Participate in annual Community Coalition Knowledge Exchange Forum to share best practices.
- Participate (via coalition representative(s)) in various activities of the Culturally Responsive Intersectional Stigma Prevention (CRISP) intervention of HPTN 096, which is implemented with healthcare facilities in the community.
- Localize and incorporate HPTN 096 messages through coalition outreach, other community outreach and communication, and educational channels, including raising awareness of other HPTN 096 study components.
- Plan and implement other events as determined necessary to further goal of coalition and increase public health knowledge and community engagement related to priority health inequities.

IMPORTANT NOTE: COALITION activities are part of the broader HPTN 096 study which will be implemented over a period of **approximately 3 years**. The number and types of COALITION activities implemented during Year 1 will be dependent on coalition establishment date and activity level. It is possible that not all COALITION activities will be implemented or started within the initial Year 1 period of performance.

Location of Work

Fort Lauderdale, Florida

Travel

- Travel outside of the local jurisdiction is not required.

Period of Performance

April 1, 2023-November 30, 2023, with the option to extend annually contingent upon funding through November 30, 2026.

Timetable and Address for Submission

Applications will be accepted until **March 3, 2023**. Submit written or video-recorded applications via email to: **ABabinec@fhi360.org**.

Additional information will be publicly available through a public interest meeting to be held on February 6, 2023 (connection details at the top of this RFA), with additional questions accepted via email until **February 17, 2023**. Questions and answers, as well as a recording of the public interest meeting, will be publicly available.

Qualifications for LEAD ORGANIZATION

- Previous organizational experience with community organizing and/or advocacy and civil engagement required, as well as working knowledge of community engagement and related systems and procedures
- Able to work and communicate thoughtfully and harmoniously across diverse populations (i.e., ethnicities, sexual identities, socioeconomic statuses, HIV statuses, age groups, etc.)
- Organizational mission includes or relates to improving healthcare and health outcomes for Black communities, preferably including work towards improving HIV-related outcomes
- Willingness to work in a culturally responsive manner with Black gay, bisexual, and same gender loving men
- Evidence of relationships with other local community stakeholders and organizations

- Applicants must be registered and have a Tax ID number and a unique entity identifier (UEI) number from SAM.gov, and must have capacity to adequately perform the program. Organizations or coalitions that do not have a UEI number must apply under a fiscal sponsor.

Evaluation Criteria for LEAD ORGANIZATION

The selected organization will be responsible for delivering the scope of work as described above. In order to allow the review committee to assess organizational capacity and ability to deliver scope of work, please provide a written or video-recorded response that **specifically** addresses each of the following questions/items below within Attachment A: Applicant Response Form. General cover letters will not be accepted. The Applicant Response Form provides space for applicants to respond directly in writing to each question below. Video-recorded responses should address each question in the Applicant Response Form and in the order presented in that form.

1. Why is your organization/coalition interested in this opportunity?
2. What is your organizational/coalition mission statement?
3. Please provide a brief (no more than half page) description of previous experience with community organizing, advocacy and/or civil engagement.
4. Please describe how your organization/coalition has demonstrated ability to work and communicate thoughtfully across diverse populations.
5. What is your vision for what community mobilization and coalition building would look like in your community, specifically to achieve health equity in HIV prevention and treatment for Black gay, bisexual, and same gender loving men in Fort Lauderdale?
6. Please describe the potential (or existing) members that could become part of the COALITION or may be already relevant to the objective of a coalition, as well as envisioned structure and governance of the COALITION. For existing coalitions, include a description of how long the coalition has been in existence, geographic focus, and examples of activities/accomplishments.
7. Please provide a brief statement attesting to your willingness to work in a culturally responsive manner with Black gay, bisexual, and same gender loving men.
8. Please provide a brief (no more than half page) description to describe how you are connected within your community, including what kinds of partnerships you may have with other organizations or stakeholders.
9. Once the coalition is established, how would **your organization** as LEAD ORGANIZATION facilitate and support the COALITION in accomplishment of the HPTN 096 COALITION activities?
10. What steps would be taken to facilitate sustainability of efforts to improve equity in HIV prevention and treatment for Black MSM beyond the study?
11. Please provide UEI number (of applicant organization or fiscal sponsor).

Budget

FHI 360 will issue a cost reimbursable grant (with option for rolling advances) to the selected LEAD ORGANIZATION. Funding for Year 1 will initially be capped at \$200,000 per selected organization, inclusive of indirect costs.

Please provide a detailed budget using the template provided in Attachment B. The budget should reflect resources required for the LEAD ORGANIZATION to complete LEAD ORGANIZATION scope of work during Year 1, not to exceed the maximum grant amount. HPTN 096 is expected to be a 3-year study in Fort Lauderdale. Out-year funding is contingent upon receipt of additional NIH

funding for the HPTN 096 study and demonstrated success of the LEAD ORGANIZATION in carrying out the LEAD ORGANIZATION scope of work during the initial period of performance.

YEAR 1 EXPECTATIONS: The initial period of performance for the LEAD ORGANIZATION covers a period only through November 30, 2023 (Year 1) and is intended to be used to establish a coalition and support initial coalition activities. The LEAD ORGANIZATION will be expected to support the COALITION in COALITION implementation of study-specific activities. It is not expected that all COALITION study-specific activities will be accomplished in Year 1.

Applicants should consider expected time required to build the coalition first, and then once built, what activities the COALITION may be able to complete prior to November 30, 2023, given available funding level, and the resources required to support those activities. For example, some funding may be required for the LEAD ORGANIZATION to support leadership positions in the COALITION by individuals external to the Lead Organization. The general governance of the COALITION should be described, including rationale for which leadership positions should be individuals external or internal to the LEAD ORGANIZATION. Prompts are included in the budget for the types of support that the LEAD ORGANIZATION may need to provide to the COALITION. Budget justifications should describe the vision for how the funding to support COALITION activities would be used.

Year 2 and Year 3 budgets are expected to be negotiated on an annual basis and are contingent on continued funding for the HPTN 096 study. These budgets are not requested here.

BUDGET JUSTIFICATION: Provide a brief budget narrative with explanation and justification for each line item. Explain the necessity of the cost, how the cost was estimated, and how the cost is determined to be reasonable. Justification/narrative space is provided within the budget template. Budgets may not exceed \$200,000 total, inclusive of direct and indirect costs.

Required Documentation

Applications must include Applicant Response Form (written or video-recorded) and budgets within the provided budget template. General cover letters will not be accepted.

FHI 360 Disclaimers

- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition
- Grantee and NIH flow down terms and conditions are attached (Attachments C and D)