

**Ryan White Part B Program**

**RFGA Number: FY2025-RFGA-HV-407**

**Response to Questions Submitted as of 5:00 PM, December 13, 2024**

**Original Posted: December 17, 2024**

**Revision Posted: December 19, 2024 – Revision adds Question #29**

Note: Questions have been paraphrased to preserve the identity of the organization asking. Duplicate questions have been combined. And similar topics have been grouped together.

1	Question	Can the required application forms that are included as attachments in the RFGA be converted from PDF to Word for ease of use?
	Answer	Yes, both <i>RFGA Attachment 1 – Subrecipient Risk Assessment</i> and <i>RFGA Attachment 5 – Applicant Information Form</i> have been posted as Word documents to the website: <a href="#">Funding Opportunities for STD/HIV Grantees/Contractors   South Carolina Department of Public Health</a>
2	Question	We do not see National HIV/AIDS Strategy (NHAS) funding mentioned in the RFGA and wanted to confirm the appropriate place to request NHAS funding within our application. Should NHAS requests be in the EHE portion of the application and listed accordingly, or should they be listed separately, like MAI or EC requests?
	Answer	NHAS funds are awarded on the ADAP Health Insurance Assistance Program (IAP) contract and are not included in this RWB RFGA. Therefore, NHAS requests do not need to be included in the application.
3	Question	The Budget Narrative and Cost Allocation Plan (BNCAP) does not include a heading/column for NHAS or ADAP Health Insurance Assistance Program (IAP). How do we handle NHAS? Is there a separate report sheet to be used for NHAS?
	Answer	Since NHAS funds are awarded on the ADAP Health Insurance Assistance Program (IAP) contract and not included in this RWB RFGA, neither NHAS nor ADAP IAP need to be requested in the application or on the BNCAP.  If your organization is currently receiving these funds and would like to show how these funds support the proposed RWB Program, the ADAP-IAP and NHAS

		BNCAP columns may be unhidden or the funds may be included in the Other column.
4	Question	The guidance prescribed budget workbook does not show the columns for Rebate, NHAS, or ADAP. These columns are hidden. We cannot find anywhere the guidance that indicates how to address this in the budget. Should we combine Rebate and Part B Base in the Part B Column? Do we leave off the NHAS and ADAP funding entirely? Do we include NHAS and ADAP in the Part B Column or Other Funds column in the budget workbook?
	Answer	<p>ADAP and NHAS funds are awarded on the ADAP Health Insurance Assistance Program (IAP) contract and are therefore not included in this RFGA and do not need to be requested on the guidance prescribed budget workbook, which is the BNCAP.</p> <p>This RFGA awards Ryan White Part B Program funds. The RWB Program funds requested should be budgeted on the “RW Part B” budget column of the BNCAP. Once the RFGA awards are determined by DPH, DPH will fund the awards at DPHs discretion dependent on federal and state requirements, funding availability, and service priorities with a combination of RW Part B Base Federal funds and Rebates.</p> <p>If your organization is a current RWB subrecipient and has been funded with Rebates previously, the “RW Part B” budget column on the BNCAP should include RWB Program funds, which would include the combination of RW Part B Base Federal funds and Rebates.</p> <p>EC, MAI, and EHE are awarded separately and must be requested and budgeted separately.</p>
5	Question	If applying for EC, MAI, and EHE, those labeled budget columns need to be completed on the Budget Narrative and Cost Allocation Plan, correct?
	Answer	Yes, if applying for EC, MAI, and EHE, these funds must be requested and budgeted in the specified columns on the BNCAP. Each of these programs will be awarded separately.
6	Question	There are sub awardees to include on our RFGA. Are we required to attach sub awardees budget breakdowns with RFGA?

	Answer	The information requested for subcontractors in the application is only as follows: “Will the organization be subcontracting for the provision of services to PWH? If so, how will the organization provide contractual oversight and ensure the subgrantee is in compliance with all DPH subaward requirements?” Any other information shared will be accepted but is not required.
7	Question	<p>From reading the guidance, it appears that the Part B application can be submitted electronically this year to <a href="mailto:RFGA@dph.sc.gov">RFGA@dph.sc.gov</a>.</p> <ul style="list-style-type: none"> <li>• Could you please confirm, and then let us know any parameters about this submission?</li> <li>• Is there any direction about what to include in the subject line or body of the email?</li> <li>• Do we send only one PDF package of the entire application? Or do you still want an original + 4 copies?</li> <li>• What is the document is too large to send in a single file?</li> <li>• Will the recipient confirm submission with a reply email?</li> </ul>
	Answer	<ul style="list-style-type: none"> <li>• Yes, the application may be submitted electronically to <a href="mailto:RFGA@dph.sc.gov">RFGA@dph.sc.gov</a>.</li> <li>• The subject line of the email should include the RFGA Number and Applicant Name.</li> <li>• The application should be sent as PDF. Only one PDF package of the entire application will need to be attached to the email. An original and 4 copies are not needed when submitted electronically.</li> <li>• If the PDF attachment is too large to send in one email, multiple emails may be submitted. In addition to “RFGA Number and Applicant Name”, each subject line should also include a numbering system such as “Part X of X” to ensure receipt of all parts. If multiple emails are needed, the multiple PDF attachments must also be well labeled using a numbering system.</li> <li>• The applicant will receive a confirmation email from DPH.</li> <li>• If preferred, hard copies can also be submitted following the instructions outlined in the RFGA.</li> </ul>
8	Question	Is there a page limit?

	Answer	There is no page limit.
9	Question	Are there specified margins/other required document formatting that we should be using in our proposal?
	Answer	There are no specified margins or other document formatting requirements.
10	Question	On page 1 of the NOFO, in the top box, the submission options are outlined as either electronic or mailed in a sealed package. Given the volume of pages included in the application, I don't believe email submission would be feasible for electronic submission. Is there a shared drive or another method for electronic submission?
	Answer	Email is the only available option for electronic submission. See answer to question #7 for managing the size of the documents if submitted electronically.  Hard copies can also be submitted following the instructions outlined in the RFGA.
11	Question	If a new organization were to be selected to provide RW Part B services, would this be in addition to the current providers in our area?
	Answer	All the RW Part B current subawards/contracts end March 31, 2025. This RFGA will award RWB subawards/contracts for the next 3-year period. Multiple organizations can be funded in a service area. If a new organization and a current subrecipient both apply and are awarded funds through this RFGA process, this would be an addition to the current providers in the service area.
12	Question	If a new organization was awarded and is in addition to current providers, will this result in a loss of funding for other Part B programs? Meaning funds would be diverted to our Part B services?
	Answer	Estimated awards may be formulated with the following: HIV prevalence data by county from DPH's Surveillance, Assessment and Evaluation Section; the number of PWH served in the last complete calendar year based on Ryan White Services Reports (RSR); other RW funds awarded in the service area; the number of PWH served in the last complete calendar year by subrecipient (if a previously funded) based on RSR; proposed services in subrecipient application; unmet need in the service area; and ADAP Insurance Assistance Program (IAP)

		<p>participation/enrollment of subrecipient. Other program service needs and priorities may be included at DPH’s discretion.</p> <p>Multiple organizations in a service area share the funding allocated for the service area. If there was only one funded organization previously in the service area, the service area funds would be shared, likely diverting funds from the previously funded organization, depending on funding availability.</p>
13	Question	We have many questions about monthly billing and what documentation would be required. What is the average "turnaround" time is for reimbursement?
	Answer	<p>These two documents on the DPH Ryan White website describe the subrecipient compliance and invoice documentation requirements:</p> <ul style="list-style-type: none"> <li>• <a href="#">Federal Grant Compliance Requirements or Subrecipients 110123.pdf</a></li> <li>• <a href="#">Backup Documentation Guidelines</a></li> </ul> <p>Reimbursement typically occurs 30-60 days after invoicing. There can be delays leading to longer reimbursement timeframes.</p>
14	Question	Can we apply for EHE funding if we have not already applied for EHE through DPH (formerly DHEC)?
	Answer	Yes, applicants may apply for EHE funds even if they have not already applied for EHE through DPH previously. All the current EHE subawards/contracts end February 29, 2025. This RFGA will award all new RWB Program subawards/contracts, including EHE, to start April 1, 2025.
15	Question	Is the EHE funding stream separate from NHAS? A colleague mentioned that NHAS might now fall under EHE, but the NOFO still lists them as separate. Could you please clarify?
	Answer	NHAS and EHE are two separate awards and will continue as two separate awards on two separate contracts. NHAS funds are awarded on the ADAP Health Insurance Assistance Program contract and are not included in this RWB RFGA. To be considered for an EHE award from DPH, applicants must apply for EHE funds as part of this RFGA.
16	Question	Page 8 of the RFGA states that EHE efforts are to enhance prevention, care and treatment, re-engagement, and surveillance. The first bullet lists Prevention

		efforts (Rapid Diagnostics, Rapid Linkage and Pre-Exposure Prophylaxis [PrEP]). Does this mean we are able to use EHE funds for PrEP?
	Answer	No, RWB EHE funds may not be used for PrEP. Clients are only eligible for RWB EHE funded services with documented HIV diagnosis meeting the singular client eligibility requirement for EHE services.
17	Question	We have been looking over the guidance with respect to the EHE funding. It seems while there is a focus on rapidly getting folks into care with the EHE, the services and the implementation plan are the same as for the regular Part B funding. Do you have suggestions on how to distinguish the EHE activities/strategies from the Part B funding such that there is a meaningful way to separate out impacted patients on the implementation plans for Part B and EHE? We can see that perhaps one might be able to use EHE funds to hire staff to get initial medical visits for newly diagnosed to within 3 days, purchase initial supplies of ART, hire a retention specialist, or implement new adherence strategies for example, but it is hard to see how this might be tracked differently for the EHE implementation plan than for the Part B implementation plan. It seems that the patients served might overlap. Do you have any suggestions on this?
	Answer	<p>HRSA guidance allows for EHE funds to be used on all eligible RW services plus EHE initiative Services and EHE Infrastructure. The subrecipient will be responsible for distinguishing which services and which clients are EHE funded. Subrecipients receiving EHE funds will be required to complete an EHE enrollment in <i>Provide Enterprise</i> for every newly diagnosed or returning to care client. The purpose of the EHE enrollment is to allow tracking of time from diagnosis or re-entry into care to first medical appointment, first ARV dispense, and viral suppression.</p> <p>Previously, most clients have received both EHE and RWB funded services, often simultaneously. For the purposes of the application Implementation Plan, it would be helpful to estimate the number of services that are typically offered to newly diagnosed or returning to care clients as part of the initial entry into care process. Also, if the applicant wants to develop new, additional services with EHE funds, such as housing, the estimated number of services on the Implementation Plan should align with the funding amount requested in the budget.</p>

18	Question	We see that the guidance notes that at least 7 EHE awards will be awarded. We see that there are currently 7 funded EHE entities. We assume that there is possibility that DPH may fund more than the currently funded entities, correct?
	Answer	While there are currently 7 EHE DPH funded organizations, all the EHE subawards/contracts end February 29, 2025. This RFGA will award all new EHE subawards/contracts for the next 3 years. The number of funded subrecipients is dependent on the number of applicants and available funds but is anticipated to be no less than seven. It is possible that DPH may fund more than 7.
19	Question	Page 34 A – Eligibility – 2 – Data Reports – Bullet 1.  Question 1 - Is this asking for the CY RSR or some other report from PE?  Question 2 - The language says, “on file with DPH Ryan White Part B program will be reviewed.” Does this mean currently funded RWB subrecipients DO NOT need to submit data reports? In other words, DPH will pull what they already have on file?
	Answer	Answer 1 – For applicants who are currently receiving Ryan White Part B Program funds as a DPH subaward/contractor, DPH will review the <i>RSR Client Services Report</i> from CY2021, CY2022, and CY2023.  Answer 2 – Current RWB subrecipients do not need to submit these data reports. DPH will pull these from what is on file at DPH or run the reports from PE (if they are not on file at DPH). If an applicant does not want DPH to run their <i>RSR Client Services Reports</i> from PE for this application, these should be submitted by the applicant with the application submission.
20	Question	We have been using the 2021 Certificate of Existence in other submissions. Will this version, along with a 2024 verification of good standing, be sufficient for this grant submission?
	Answer	Yes
21	Question	In regard to question 4, section B – do you want the formal job descriptions? Or are the brief position descriptions, along with CVs sufficient?
	Answer	Formal job descriptions are the ideal submission.

22	Question	The subaward agreement is only required if the subrecipient has subawards of their own, correct? (page 5, attachment 6)
	Answer	No, the subaward included as Attachment #6 of this RFGA is the subaward/contract that DPH will enter with the awarded applicant organizations from this RFGA. This is shared with the RFGA so that all applicants may review the contract requirements, terms, and conditions when making the decision to apply for these RWB Program funds.
23	Question	Regarding Section B. Organizational History, Experience, Structure, and Capacity, question 14. Could you please clarify the request for a full agency budget? If you are looking for details surrounding programmatic costs, can we assume that you all already have this on file? Additionally, can we assume you also have our organizational audit and findings on file?
	Answer	<p>The request for the full agency budget includes the entire agency budget with all sources of funding/support and the specific programs supported. DPH does not already have this on file. The complete agency budget is used to assess the financial stability of the organization and dependency on DPH funds. It does not need to include program specifics. It may be submitted in the format approved by organizational leadership including the Board of Directors, etc.</p> <p>If the applicant organization is a current RWB subrecipient, DPH does have your organizational audit on file. If the most current audit has been submitted to DPH, the audit does not have to be submitted with the RFGA. Please list audit findings in the application.</p>
24	Question	We understand the current "Attachment" requirements outlined in the application - however, it seems that some additional requested items are integrated into a "narrative" format. If materials, like the examples mentioned ( <b>e.g., Certificate of Existence or Resumes</b> ) are required and are not included in the "Attachment" list, is there a specific way they should be labeled to avoid confusion with the "Attachments" that are requirements outlined in the application?
	Answer	The attachments to the RFGA provide additional information about the RFGA and/or the RWB Program plus include a couple documents that need to be submitted with the RFGA application. The application attachments do not have to align with the attachment numbering of the RFGA. The applicant may use their



		own numbering system for their application, just ensure the application clearly labels all the attachments included with the application.
25	Question	Please clarify what is required of an applicant regarding <b>Attachment #4: Code of Conduct</b> in the context of submitting the application. On page 24, item #17 outlines that subrecipients must adhere to the Subrecipient Representation and Conduct requirements. Is there anything specific we need to incorporate or address with this attachment in our application submission?
	Answer	This attachment is included in the RFGA to ensure that applicants are aware and understand this Code of Conduct prior to applying and receiving a RWB subaward. There is nothing that needs to be incorporated or addressed with this attachment in the application submission.
26	Question	Please clarify what an applicant is required to do with <b>Attachment #6: RW Part B Draft Subaward Agreement</b> for the submission of the application.
	Answer	The subaward included as Attachment 6 of this RFGA is the contract that DPH will enter into with awarded applicant organizations from this RFGA. This is shared with the RFGA so that all applicants may review the contract requirements, terms, and conditions when making the decision to apply for these RWB funds. There is nothing to be included in the application regarding this attachment to the RFGA.
27	Question	Please clarification what an applicant is required to do with <b>Attachment #8: Procedures for Dispute Resolution</b> in relation to the application submission.
	Answer	This attachment describes the Dispute Resolution Procedures. There is nothing to be included in the application regarding this attachment to the RFGA.
28	Question	If the applicant is applying for Emerging Communities funding in addition to Ryan White Part B, can the clients served overlap if they are from the same service area or must they be a different set of clients?
	Answer	Yes, clients can be served with both RWB and EC funds. The EC funds can be used to provide additional services to clients in the Emerging Community who are already served with RWB funds. The only restriction on EC funds is that clients served with EC funds must reside in the Emerging Community. It is not sufficient for the subrecipients to have an office location in the EC.

29	Question	What is the amount of RWB Program funds that we should be budgeting?
	Answer	<p>The RFGA only defines the anticipated total amount to be allocated for the RWB Program awarded through this RFGA. That amount is \$16 million. For the application budgets, DPH requests each applicant submit a budget for the funds they need to carry out the proposed services in their application.</p> <p>The BNCAP must be submitted but will not be part of the scoring criteria for determination of award. The budget document will be reviewed to ensure a clear and understandable explanation of all costs and a demonstration of project costs.</p> <p>The actual awards will be formulated by DPH on the following, as indicated in the RFGA:  Awards may be formulated with the following: HIV prevalence data by county from DPH’s Surveillance, Assessment and Evaluation Section; the number of PWH served in the last complete calendar year based on Ryan White Services Reports (RSR); other RW funds awarded in the service area; the number of PWH served in the last complete calendar year by subrecipient (if a previously funded) based on RSR; proposed services in subrecipient application; unmet need in the service area; and ADAP Insurance Assistance Program (IAP) participation/enrollment of subrecipient. Other program service needs and priorities may be included at DPH’s discretion.</p>