

## RFP: HIV Employment Initiative (HEI)

### OVERVIEW

On January 22<sup>nd</sup>, the New York State Office of Temporary and Disability Assistance (OTDA), in collaboration with the AIDS Institute of the New York State Department of Health (DOH), released a Request for Proposals (RFP) for the HIV Employment Initiative (HEI). This initiative is seeking qualified not-for-profit or public organizations to support the employment and training needs of persons living with HIV.

A total of approximately \$1.2 million dollars will be awarded over a 12-month period to public or not-for-profit organizations that will provide intensive job placement services to help individuals living with HIV enter or reenter the workforce and provide case management services to ensure continued health and supportive needs when those individuals begin working. Job placements for program participants must offer health benefits and awarded organizations must ensure that other health coverage is in place until the employer-sponsored health insurance takes effect.

The full RFP is available [here](#). Applications are due on March 5<sup>th</sup>.

### FUNDING

Up to \$200,000 will be awarded in the first contract year to each of at least five organizations through this RFP. At least three awards will be designated for projects in New York City. There will be no more than one award allocated per county for regions outside New York City. Awardees will receive up to 75% of the award (up to \$150,000) initially and will receive the remaining 25% of the award based on specific performance milestones, when participants retain their employment for 30 and/or 90-days.

Administrative costs may be no more than 15% of the proposed budget, and priority will be given for organizations that minimize administrative costs in favor of direct program costs in their proposed budget. In addition, funds may not be used for the following items:

- Advertising costs, except for recruitment of personnel or procurement of scarce items, or those specifically related to this RFP;
- Capital expenditures for improvement or acquisition of facilities;
- Interest costs incurred by provider agencies;
- Payments to third parties and other losses not covered by insurance (indemnification);
- Bad debts, uncollected accounts or claims, and related costs;
- Fines, violations, or penalties for failure to comply with federal, state, or local laws;
- Costs of organized fundraising;
- Medical costs;
- Costs for attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the project and prior approval is obtained; and
- Costs for preparation of continuation agreements and other proposal development costs.

Contracts will last for five years beginning October 1<sup>st</sup>. Additional funds for services beyond the initial 12-month period will be contingent upon subsequent budget appropriations.

## ELIGIBLE APPLICANTS

In order to qualify for funding under this RFP, applicants must be not-for-profit 501(c)(3) organizations or public entities. Priority will be given to applicants who have experience providing employment services to individuals living with HIV. Applicants, particularly those without experience providing employment services to individuals with HIV, are encouraged to collaborate with other experienced providers to offer a consortium of services that will best meet the performance milestones of the program. If applicants propose this consortium-based approach, they must designate a lead organization in the application.

## TARGET POPULATION

To be eligible for supportive employment services through the HEI, individuals must:

- Be residents of New York State;
- Be eligible to work in the United States;
- Have a documented HIV diagnosis; and
- Have a gross family income that does not exceed 200% of the federal poverty rate.

## APPLICATION

Proposals will be scored based on the following criteria:

- Priority Feature (5 points)
- Basis of Need (5 points)
- Recruitment and Marketing Strategies (10 points)
- Case Management (15 points)
- Project Strategy, Design, and Training Methodology (25 points)
- Organizational Experience and Past Accomplishments (20 points)
- Budget (20 points)

Awards will be distributed based on the highest overall scores on the above criteria and on the geographic distribution of diagnosed HIV cases in the proposed service area. The Priority Feature will provide additional points to projects proposing to serve counties outside New York City that have the highest distribution of people living with diagnosed HIV, including Erie, Monroe, Westchester, Nassau, and/or Suffolk Counties. Projects proposing to serve areas outside New York City are encouraged to use a regional-based approach to serve participants in more than one county.

## Timeline

Proposals must be submitted by March 5<sup>th</sup>. Interested applicants are encouraged to submit a non-mandatory “Notice of Intent to Bid” form to OTDA by February 5<sup>th</sup>. Awards are expected to be announced on April 24<sup>th</sup>.

Questions should be submitted to Melissa Alexander at [Melissa.Alexander@otda.ny.gov](mailto:Melissa.Alexander@otda.ny.gov) by February 5<sup>th</sup> and should include the applicant’s name, organization, mailing address, and fax number. Answers to questions will be posted on the OTDA website and on Grants Gateway.