



Memorandum

TO: Ryan White Administrative Agency Executive Directors
Ryan White Administrative Agency Contact Persons

FROM: Char Brooks, Contract Manager
Contract Management Unit
Division of Prevention and Preparedness

DATE: April 11, 2013

SUBJECT: Administrative Agency, State Services and Ryan White Services Delivery
(AA/SS/RWSD) Renewal Request for Fiscal Year 2014 (09/01/13 – 08/31/2014)

Enclosed are the documents required for your agency's Administrative Agency, State Service and Ryan White Service Delivery (AA, SS and RWSD) contract renewal with the Department of State Health Services (DSHS) for the period September 1, 2013 through August 31, 2014. We are combining these separate contracts into one contract for the new funding year; accordingly, you are required to **complete only ONE renewal packet**.

This document will be posted on the HIV/STD Program's website at: <http://www.dshs.state.tx.us/hivstd/funding/default.shtm>. Instructions for completing the forms are included below. If you have questions, please contact Charlotte Brooks at (512) 776-6539.

Please note the following requirements for Fiscal Year 2014 Contract Renewal:

- Complete Forms A through E
- Prepare 12 month budget(s) for this contract renewal period (09/01/13 – 8/31/2014). (budget forms are attached.) The AA, SS and RW Service Delivery allocations are located in Table A of this document.
- Complete Budget Templates: 1 for AA, 1 for State Services, and 1 for RWSD, 3 completed budget templates. Complete all tabs, as appropriate.
- A revised Voucher Support Form (VSF) will be provided prior to your September 1 contract term. Reminder - Contractors **shall not** exceed the allocated amount for the administrative costs during this contract term.
- Table 1 is due with your application. **Note: A separate Table 1 is required for RW and SS. Please use the program codes RW or SS (in the drop-down menu) to differentiate the forms.** Table 2: Subcontractor Data Sheets submitted through ARIES by September 30, 2013

Note: Form B is revised to include an Emergency Contact, please make sure this information is provided.

INSTRUCTIONS FOR SUBMISSION

Submit all forms in their original Word or Excel formats. Do not combine them into a PDF format. This is necessary in order to upload documents to the new contract management system.

Please submit one (1) electronic copy of the required contract renewal forms to the email address listed below and one (1) electronic copy to your Public Health Regional HIV/STD Program Manager on or before 5:00 pm Wednesday *April 25, 2013. **Because of the new contract management system, it is very important we receive your packet by the deadline, to avoid any unnecessary delays in executing your new contract.**

***Note: You have until May 9, 2013 to submit your work plan ONLY.**

Hiv-srvscontracts@dshs.state.tx.us
Contract Management Unit
Texas Department of State Health Services

Hard copies of contract guidance (forms) are not required for submission.



FY 2014
(09/01/2013 – 08/31-2014)
Renewal Application Packet
For Administrative Agency,
State Services and Ryan
White Services Delivery
(AA/SS/RWSD)

<http://www.dshs.state.tx.us/hivstd/funding/default.shtm>

Issue Date: April 10, 2013

Due Date: April 24, 2013

Contract Management Unit
Department of State Health Services
1100 W. 49th Street
Austin, Texas 78756-3199

David L. Lakey, M.D.
Commissioner

**TABLE A:
AA/SS/RWSD/ 2013-2014 FUNDING ALLOCATIONS***

(For FY14 Contract Renewals 09/01/2013 – 08/31/2014)

ADMINISTRATIVE AGENCY	HSDA'S SERVED	ADMINISTRATIVE AMOUNT	STATE SERVICES AMOUNT	RW SERVICE DELIVERY AMOUNT	TOTAL CONTRACT AMOUNT
Lubbock Regional MHMR	Lubbock Amarillo Permian El Paso	\$499,500	Lubbock \$100,017 Amarillo \$86,450 Permian \$101,508 El Paso \$249,403 Total: \$537,378	Lubbock \$319,966 Amarillo \$307,813 Permian \$328,788 El Paso \$994,283 Total: \$1,950,850	\$2,987,728
Tarrant County Public Health Department	Abilene Fort Worth Wichita Falls	\$216,000	Abilene \$81,658 Fort Worth \$484,924 Wichita Falls \$67,186 Total: \$633,768	Abilene \$263,338 Fort Worth \$845,131 Wichita Falls \$189,762 Total: \$1,298,231	\$2,147,999
Dallas County Health and Human Services Dept.	Dallas Sherman-Denison	\$494,000	Dallas \$1,510,296 Sherman-Denison \$66,091 Total: \$1,576,387	Dallas \$2,758,252 Sherman-Denison \$189,800 Total: \$2,948,052	\$5,018,439
Houston/East Texas HIV Administrative Service Area (HASA)	Beaumont-Port Arthur Lufkin Houston Galveston Tyler Texarkana	\$650,000	Beaumont-Port Arthur \$153,566 Lufkin \$112,939 Houston \$2,019,119 Galveston \$134,575 Tyler \$174,933 Texarkana \$96,870 Total: \$2,692,002	Beaumont-Port Arthur \$567,349 Lufkin \$382,557 Houston \$3,108,499 Galveston \$579,208 Tyler \$695,790 Texarkana \$303,141 Total: \$5,636,544	\$8,978,546
Brazos Valley Council of Governments	Austin Concho Temple Waco College Station	\$426,000	Austin \$515,472 Concho \$64,223 Temple \$86,928 Waco \$96,977 College Station \$83,428 Total: \$847,028	Austin \$1,063,132 Concho \$170,670 Temple \$320,449 Waco \$328,264 College Station \$289,355 Total: \$2,171,870	\$3,444,898
Bexar County	Uvalde Victoria San Antonio	\$255,000	Uvalde \$102,489 Victoria \$74,452 San Antonio \$569,389 Total: \$746,330	Uvalde \$266,258 Victoria \$206,632 San Antonio \$976,084 Total: \$1,448,974	\$2,450,304
South Texas Development Council	Laredo Brownsville Corpus	\$274,000	Laredo \$132,444 Brownsville \$262,596 Corpus Christi \$154,588 Total: \$549,628	Laredo \$398,233 Brownsville \$1,004,581 Corpus Christi \$504,612 Total: \$1,907,426	\$2,731,054
TOTAL		\$2,814,500	\$7,582,521	\$17,361,947	\$27,758,968

*Amounts are subject to change.

TABLE OF CONTENTS

ORGANIZATION AND CONTENT

FORM A: FACE PAGE.....	6
FORM A: FACE PAGE INSTRUCTIONS... ..	7
FORM B: CONTACT PERSON INFORMATION.....	8
FORM C: HIV/RW PERFORMANCE MEASURE GUIDELINES.....	9
FORM D: HIV/RW SERVICE SYSTEM OBJECTIVE GUIDELINES.....	10
FORM D: HIV/RW SERVICE SYSTEM OBJECTIVES.....	11
FORM E: HIV/RW WORK PLAN GUIDELINES.....	12
FORM E: HIV/RW WORK PLAN.....	14

SEE EXCEL SPREADSHEETS ATTACHED FOR FOLLOWING FORMS:

- BUDGET TEMPLATE AND BUDGET TEMPLATE INSTRUCTIONS
- TABLE 1

Department of State Health Services (DSHS)

FORM A: Face Page This form requests basic information about the applicant and project, including the signature of the authorized representative. The face page is the cover page of the renewal and shall be completed in its entirety. Signature of face page certifies to all DSHS and program assurances listed in this renewal document.

RESPONDENT INFORMATION	
1) LEGAL BUSINESS NAME:	
2) MAILING Address Information (include mailing address, street, city, county, state and 9-digit zip code): Check if address change <input type="checkbox"/>	
3) PAYEE Name and Mailing Address, including 9-digit zip code (if different from above): Check if address change <input type="checkbox"/>	
4) DUNS Number (9-digit) required if receiving federal funds:	
5) Federal Tax ID No. (9-digit), State of Texas Comptroller Vendor ID Number (14-digit) or Social Security Number (9-digit): <i>*The respondent acknowledges, understands and agrees that the respondent's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.</i>	
6) TYPE OF ENTITY (check all that apply):	
<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Other Political Subdivision <input type="checkbox"/> State Agency <input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Nonprofit Organization* <input type="checkbox"/> For Profit Organization* <input type="checkbox"/> HUB Certified <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Minority Organization <input type="checkbox"/> Faith Based (Nonprofit Org)
<input type="checkbox"/> Individual <input type="checkbox"/> Federally Qualified Health Centers <input type="checkbox"/> State Controlled Institution of Higher Learning <input type="checkbox"/> Hospital <input type="checkbox"/> Private <input type="checkbox"/> Other (specify): _____	
<i>*If incorporated, provide 10-digit charter number assigned by Secretary of State:</i>	
7) PROPOSED BUDGET PERIOD: Start Date: 09/01/2013 End Date: 08/31/2014	
8) COUNTIES SERVED BY PROJECT:	
9) AMOUNT OF FUNDING REQUESTED:	11) PROJECT CONTACT PERSON
10) PROJECTED EXPENDITURES Does respondent's projected federal expenditures exceed \$500,000, or its projected state expenditures exceed \$500,000, for respondent's <u>current fiscal year</u> (excluding amount requested in line 9 above)? ** Yes <input type="checkbox"/> No <input type="checkbox"/> <i>**Projected expenditures should include anticipated expenditures under all federal grants including "pass through" federal funds from all state agencies, or all anticipated expenditures under state grants, as applicable.</i>	Name: Phone: Fax: Email:
	12) FINANCIAL OFFICER Name: Phone: Fax: Email:
The facts affirmed by me in this proposal are truthful and I warrant the respondent is in compliance with the assurances and certifications contained in APPENDIX B: DSHS Assurances and Certifications . I understand the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the respondent and I (the person signing below) am authorized to represent the respondent.	
13) AUTHORIZED REPRESENTATIVE Check if change <input type="checkbox"/>	14) SIGNATURE OF AUTHORIZED REPRESENTATIVE
Name: Title: Phone: Fax: Email:	15) DATE

FORM A: FACE PAGE Instructions

This form provides basic information about the applicant and the proposed project with the DSHS, including the signature of the authorized representative. It is the cover page of the renewal application and is required to be completed. Signature affirms that the facts contained in the applicant's response are truthful and that the applicant is in compliance with the assurances and certifications contained in the identified Competitive Request for Proposal and the original DSHS contract, any renewal(s) or amendment(s). Applicant acknowledges that continued compliance is a condition for the renewal of a contract. Please follow the instructions below to complete the face page form and return with the applicant's response.

- 1) **LEGAL BUSINESS NAME** - Enter the legal name of the applicant.
- 2) **MAILING ADDRESS INFORMATION** - Enter the applicant's complete physical address and mailing address, city, county, state, and 9-digit zip code.
- 3) **PAYEE NAME AND MAILING ADDRESS** - Payee – Entity involved in a contractual relationship with applicant to receive payment for services rendered by applicant and to maintain the accounting records for the contract; i.e., fiscal agent. Enter the PAYEE's name and mailing address, including 9-digit zip code, if PAYEE is different from the applicant. The PAYEE is the corporation, entity or vendor who will be receiving payments.
- 4) **DUNS Number** – 9- digit Dun and Bradstreet Data Universal Numbering System (DUNS) number. . This number is required if receiving **ANY** federal funds and can be obtained at: <http://fedgov.dnb.com/webform>
- 5) **FEDERAL TAX ID or STATE OF TEXAS COMPTROLLER VENDOR ID NUMBER OR SOCIAL SECURITY NUMBER** - Enter the Federal Tax Identification Number (9-digit) or the Texas Vendor Identification Number assigned by the Texas State Comptroller (14-digit). *The applicant acknowledges, understands and agrees the applicant's choice to use a social security number as its vendor identification number for the contract, may result in the social security number being made public via state open records requests.
- 6) **TYPE OF ENTITY** - Check the type of entity as defined by the Secretary of State at <http://www.sos.state.tx.us/corp/businessstructure.shtml> and/or the Texas State Comptroller at https://fmx.cpa.state.tx.us/fmx/pubs/tins/tinsguide/2009-04/TINS_Guide_0409.pdf and check all other boxes that describe the entity.

Historically Underutilized Business: A minority or women-owned business as defined by Texas Government Code, Title 10, Subtitle D, Chapter 2161. (<http://www.window.state.tx.us/procurement/prog/hub/>)
State Agency: an agency of the State of Texas as defined in Texas Government Code §2056.001.ii
Institutions of higher education as defined by §61.003 of the Education Code.
MINORITY ORGANIZATION is defined as an organization in which the Board of Directors is made up of 50% racial or ethnic minority members.
If a Non-Profit Corporation or For-Profit Corporation, provide the 10-digit charter number assigned by the Secretary of State.
- 7) **PROPOSED BUDGET PERIOD** - Budget period for this renewal application has been entered for you.
- 8) **COUNTIES SERVED BY PROJECT** - Enter the proposed counties served by the project.
- 9) **AMOUNT OF FUNDING REQUESTED** - Enter the amount of funding per the allocation given from DSHS for proposed project activities (not including possible renewals). This amount must match column (1) row J from the BUDGET SUMMARY template(s) used for cost reimbursement budgets.
- 10) **PROJECTED EXPENDITURES** - If applicant's projected federal expenditures exceed \$500,000 or its projected state expenditures exceed \$500,000 for applicant's current fiscal year, applicant must arrange for a financial compliance audit (Single Audit).
- 11) **PROJECT CONTACT PERSON** - Enter the name, phone, fax, and email address of the person responsible for the proposed project.
- 12) **FINANCIAL OFFICER** - Enter the name, phone, fax, and email address of the person responsible for the financial aspects of the proposed project.
- 13) **AUTHORIZED REPRESENTATIVE** - Enter the name, title, phone, fax, and email address of the person authorized to represent the applicant. Check the "Check if change" box if the authorized representative is different from previous submission to DSHS.
- 14) **SIGNATURE OF AUTHORIZED REPRESENTATIVE** - The person authorized to represent the applicant must sign in this blank.
- 15) **DATE** - Enter the date the authorized representative signed this form.

FORM B: CONTACT PERSON INFORMATION

Legal Name of Applicant: XXX-HIV-RW/SRVS

*This form provides information about the appropriate program contacts in the applicant's organization. If any of the following information changes during the term of the contract, please notify the **Contract Manager and the HIV Care Services Group.***

Executive Director: Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____
Project Contact: Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____
Financial Reporting Contact: Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____
Data Reporting Contact: Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____
Clinical Services Contact: Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____
Board Chairperson: Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____
Emergency Contact: Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____

FORM C: HIV/RW-SS PERFORMANCE MEASURE Guidelines

Contracts will include the negotiated Table 1 and the total number of unduplicated clients that will be served as the performance measures. A separate Table 1 will be completed for Ryan White and State Services per HSDA.

Performance measures related to access and quality of care must be incorporated in updates to your comprehensive services plan either in the goals and objectives section or attached as an addendum to the plan. **Each AA is required to implement their comprehensive plans; it is required to implement the measures and report your progress in your quarterly report.**

REQUIRED PERFORMANCE MEASURES

Administrative Measures

1. The Contractor will have subcontracted 100% of all Ryan White Service Delivery and/or State Services funds as applicable to the contract, no later than thirty (30) days after the first day of the contract year (i.e., 9/1/13).
2. The contractor will submit provider budgets for Ryan White Service Delivery and State Services no later than 30 days after the first day of the contract year (i.e., 9/1/13).
3. Contractor shall implement a quality management (QM) system according to the Contractor's established QM Plan. The contractor QM plan must be submitted no later than 30 days after the first day of the contract year.
4. The Contractor will submit complete quarterly reports according to the Reporting Due Dates listed in this contract.
5. No less than ninety-five (95%) of Ryan White and State Services funds will be expended by the end of the respective contract year.
6. Contractor shall provide clinical, programmatic and financial monitoring of subcontractors according to Contractor's established internal policies, procedures, and schedules.
7. Contractor shall distribute all funds according to the service priorities and allocations established in its approved Comprehensive HIV Services Plan, and make reallocations in accordance to DSHS policy.

Ryan White Service Delivery and State Services Measures

8. Contractor shall ensure that no more than ten percent of the Ryan White Service Delivery and State Services allocation is expended by service providers (subcontractors) for administrative costs.
9. Contractor shall use these funds to provide at least one service to (insert #) unduplicated clients during Project Year (FY) 2013 (09/01/13 – 08/31/14). Objectives related to the # of persons and units to be provided must be reflected on Table 1: Services Priorities, Allocations, and Objectives.
10. Complete a Table 1 for each HSDA for both RWSD and SS funds.
11. Contractor shall monitor the delivery of HIV services against the Estimated Units of Services and Unduplicated Clients to be served in the Initial ARIES contracts.

FORM D: HIV/RW-SS SERVICE SYSTEM OBJECTIVE GUIDELINES

Contractor:

Applicant must write service system improvements for administrative functions and identify proposed target levels. The objectives and levels of performance will be negotiated through the contract development process. Objectives must be reported for the entire HIV Administrative Service Area (HASA).

Requirements

1. Identify three (3) performance objectives from your Comprehensive HIV Services Plan that you plan to focus on for FY 2013-2014.

FORM D: HIV/RW-SS SERVICE SYSTEM OBJECTIVES

Contractor:

Applicant agrees that system objective(s) will be used to assess, in part, the applicant's effectiveness in providing the services described. Address all of the requirements (see RWAA Service System Objective Guidelines) associated with the services proposed in this renewal application.

1. For performance objectives identified on Form D, question 1, describe how the AA intends to achieve each objective. Descriptions must include specific, detailed and measurable benchmark steps to achieving each objective as well as descriptions of who (e.g. AA staff, community partners) is responsible for completing each step.

FORM E: HIV/RW-SS WORK PLAN Guidelines

The work plan has been divided into the different activities the Administrative Agency is responsible for delivering; Administration and Services. For each response please consider the improvement of service delivery systems in your HASA.

Administrative

1. Identify activities the Administrative Agency has planned for FY 2013-2014 related to planning, data, quality management, and contract monitoring that is other than the routine required monitoring.
 - a. Provide a list of services for which quality measures are currently or will be monitored. Specifically discuss how quality findings from these measures will be used to inform funding decisions and how the HASA will use quality findings to enhance and improve specific service outcomes and improved health status. Include copies of updated QM documents, such as QM Plan, QM work plan, QM annual summary/evaluation, etc
 - b. Describe community input and needs assessment activities that will occur during the reporting period. Activities may include the examination of the current care delivery systems; assessment of client need for HIV core medical or supportive services; and assessments related to addressing unmet need populations (e.g. assessments of barriers to enrollment in care, examinations of linkage systems).
 - c. Describe activities that will occur during the reporting period designed to bring individuals who are out of care into the care system. Include any expected results or challenges because of these activities.
 - d. Provide a description of specific RW funded services that will be potentially added/deleted to the service system. Provide specific information on new points of entry into the HIV care system, in particular, the points of entry that will allow increased access to Ryan White services or to clients receiving Ryan White services.
 - e. Provide specific information on the type of evaluation activity that will be conducted in each of the four areas below with anticipated start dates, progress and results of data if available.
 1. Revising care systems to meet emerging needs,
 2. Ensuring access to quality HIV/AIDS care,
 3. Coordinating Ryan White services with other health-care delivery systems,
 4. Evaluating the impact of Ryan White program funds and making needed improvements.
 - f. Describe any trainings or technical assistance to be provided by or through the administrative agency to sub contractors to meet sub contractor deficiencies or increase service capabilities. This includes any trainings or technical assistance activities related to ARIES.

- g. Describe any current training or technical assistance needs of the administrative agency and/or sub contractors. This should include any concerns that the administrative agency or sub contractors have regarding budget or grant management (e.g. fiscal issues).
 - h. Describe any current concerns related to staffing at the administrative agency or sub contractor level that may affect service delivery.
 - i. Describe any concerns related to ARIES that may arise during the reporting period. This should include concerns related to security of data, ARIES operation or data input.
2. Identify activities the Administrative Agency has in place to minimize lapsing funds for the Administrative Agency, Service Delivery, HOPWA, and State Services contracts.

FORM E: HIV/RW-SS WORK PLAN

Contractor:

*Address the required elements (see WORK PLAN Guidelines) associated with the services proposed in this renewal application. **A maximum of five additional pages may be attached if needed.***
