

**2022-2023 Prevention and Control of Sexually
Transmitted Infections (STI) Request for
Application (RFA) Guidance:**



2022-2023 Prevention and Control of Sexually Transmitted Infections (STI)

Request for Application (RFA)

TIMELINE

July 8, 2022 Application release

December 31, 2023 All funds must be expended

Note: Applications will be accepted and awarded on a rolling basis. Please anticipate 60 days between submission of the application and an award notification via email.

BACKGROUND & PURPOSE

The South Dakota Department of Health (SD DOH) is the lead agency for the statewide management of disease prevention and health promotion. The purpose of the Prevention and Control of Sexually Transmitted Infections (STI), Request for Application (RFA) is to support strategies that have a deliberate focus on the prevention and control of STIs within high-risk populations and to address any barriers individuals may face in eliminating the spread of STIs. This supports one of the guiding principles of the SD DOH to achieve health equity in all communities while working towards the mission of working together to promote, protect, and improve health.

Potential applicants for this RFA include but are not limited to local governmental and non-profit community-based organizations, coalitions, post-secondary institutions, and healthcare organizations.

The SD DOH STI Program Manager, Bridget Dean will provide support and technical assistance for the STI RFA recipients throughout the funding period.

Project Overview and Requirements

APPLICATION GUIDELINES

The SD DOH will approve or deny applications. All decisions will be final.

- a. The maximum funding award is \$25,000 per applicant, and the minimum award is \$5,000. The SD DOH reserves the right to grant less than the requested amount.
- b. Funding will be based on points outlined within this guidance.
- c. Funds may be applied to support existing or new projects. However, applicants must demonstrate that the requested funds do not supplant or replace existing funding.
- d. Past performance of organizations who have previously received SD DOH funds will be considered when reviewing applications.
- e. Applications will be reviewed on a rolling basis.
- f. Scope of work extension and additional funding available upon documented completion and success of proposed activities.

An online application must be completed on doh.sd.gov/STI The following components are required elements of a completed application and must be included to be eligible for funding consideration.

I. Workplan (50 Points Total)

Activities must fall within at least one of the following categories: Prevention, Testing, and Treatment Required application sections include:

- a. **Prevention and Control:** Choose at least one of the three areas: **Prevention, testing, treatment**
- b. **Strategy(s) Narrative (20 Points):** Describe in detail the proposed strategy(s), how you plan to accomplish the strategy(s), and identify a lead person responsible for each strategy(s). Evidence-based practices are preferred, but innovative promising practices are also eligible with justification.
- c. **Population Served (5 Points):** Please describe which population will be served by these activities and which barriers you plan to impact. Please include an anticipated total number served.
- d. **Need (5 Points):** Describe the need to implement the strategy(s) in the selected sector and the health disparities experienced. Include supporting state or local data.
- e. **Partners/Organizations (5 Points):** List all partners/organizations that will be involved in the strategy(s).
- f. **Timeline (5 Points):** Provide a detailed timeline for the strategy(s) within the funding period. If overall goals are anticipated to take longer than the funding period, provide an additional long-term timeline with broad goals and objectives.
- g. **Evaluation (10 Points):** Provide a workable evaluation plan that can describe the strategy(s) and its impact. Include evaluation questions to measure impact.

II. Budget (40 Points Total)

Using the excel template provided, formulate your budget request. Applicants must provide a sufficient budget narrative to justify costs to achieve selected strategies:

- a. **Funding Type:** Please organize your budget line items by salary, laboratory testing, supplies, medication, travel, or other.
 - Each category may be used multiple times.
 - Include stipend under the Salary category. Provide a detailed justification for the amount of stipend requested. If the salary exceeds 50% of the requested funds, please provide additional detailed justification.
 - All costs related to proposed strategies, such as supplies, promotion media, etc., should be requested using the Supplies category.
 - Travel expenses cannot exceed State of [South Dakota reimbursement rates](#):
- b. **Strategy Name/Description of Cost:** Applicants must provide a sufficient budget narrative to justify costs to achieve proposed strategies. This is your funding justification, so please provide detail.
- c. **Funds Requested** need to match the proposed strategies and take into account the number of individuals that will be affected. Applicants can request between \$5,000 and \$25,000.
- d. **In-kind Contributions** are not required for this funding, but applicants may include them if they clarify budget requests.
- e. **Ancillary Costs** may not take up more than 10% of the proposed budget. Ancillary funds can include meeting expenses and educational incentive items.
- f. **Administrative Costs** may be included for executive oversight, accounting, and funding management. The allowable cost rate may not exceed the federally approved indirect cost rate for the DOH, which is 7.3% of the total funding request.

NOTE: Please create a separate budget line for each expense (i.e., Salary, Supplies) within each proposed strategy.

III. Required Supporting Information (10 Points Total):

- a. Organization Information (5 points)
 - i. This information will be used for follow-up communications and to develop contracts for successful applicants. This attachment must include:
 1. Full organization name
 2. Lead application contact
 3. Preferred email
 4. Organization name
 5. Organization address, city, state, zip +4
 6. Phone number
 7. Organization DUNS/unique entity identifier number

8. Organization's fiscal year
9. Fiscal agent

b. Proof of Organization (5 Points)

- i. Please attach a W9 and proof of insurance.

To be successful, applicants must demonstrate the following:

- a. Show a clear connection to at least one population experiencing barriers to achieving positive health outcomes.
- b. Ability to bring together key partners to collectively support proposed strategies.
- c. Services must be provided in South Dakota, to South Dakota residents.
- d. The use of evidence-based strategies is preferred, but innovative promising practices are eligible with justification.
- e. Willingness to collaborate with the SD DOH.
- f. A detailed budget appropriate for the number of proposed strategies and the size of the community being affected.

The SD DOH reserves the right to reject, in whole or in part, any or all applications, to abandon the need for such services, and to cancel this funding opportunity if it is in the best interest of the SD DOH.

EVALUATION & PROGRESS REPORTING

Awardees will be required to report on activities outlined in their work plan to monitor compliance with funding objectives. A reporting schedule and template will be provided to all awardees. All reports will be submitted to the STI Program Coordinator. The minimum reporting requirements are listed below:

- a. Submit monthly invoices and progress reports by the 15th of the month to the STI Program Coordinator with results from the evaluation plan.
- b. Submit one success story at the end of the funding cycle.
- c. Participate in other evaluation activities requested by the SD DOH.
- d. A reporting guidance document will be provided to awarded applicants.

SCORING

- Required supporting information (10 Points)
- Workplan (50 Points)
- Budget (40 Points)
- Population Served
 - County Served (10 Points)
 - Clinic Hours (10 Points)
 - Population at Risk (50 Points)
- Prevention

- STI Services (60 Points)
- Testing
 - STI Testing (70 Points)
- Treatment
 - STI Treatment for definitive diagnosis (100 Points)
- Total Points (400 Points)

POPULATION

- **Population at risk (50 Points)**
 - American Indian population (5 points).
 - Pregnant females/ partners of pregnant females (5 Points).
 - STI close contacts (5 Points).
 - Individuals with a history of STI (5 Points).
 - Individuals with a history of incarceration or institutionalized (5 Points).
 - High risk populations (MSM, multiple partners, IDU, drug use) (5 Points).
 - HIV positive/ partners of HIV positive individuals (5 Points).
 - Unstably housed (5 Points).
 - Age range 20-49 (10 Points).
- **County served (10 pts. total)**
 - Service to Pennington, Todd, Minnehaha, Dewey, and Oglala Lakota counties (8 Points).
 - Service to other South Dakota counties (2 Points).
- **Clinic hours (10 pts. total)**
 - 8-5 Monday – Friday (1 Points).
 - Accepts Walk-in appointments (3 Points).
 - Open after 5 PM (3 Points).
 - 24/7 Facility (3 Points).

PREVENTION

- **STI Services (60 Points)**
 - Licensed Provider performs physical examination (5 Points).
 - Provide necessary transportation for STI clients (5 Points).
 - Perform outreach (STI testing events/community education & awareness) (30 Points).
 - STI Service Promotion/Campaign (15 Points).
 - Prenatal Services (5 Points).

TESTING

- **Testing (70 Points)**
 - Basic STI Testing (Chlamydia, Gonorrhea, and Syphilis) (10 Points).
 - Expanded STI Testing (Chlamydia, Gonorrhea, Syphilis, and HIV) (30 Points).
 - Pregnancy Testing (30 Points).

TREATMENT

- o **STI Treatment for definitive diagnosis (100 Points)**
 - Provide Chlamydia and Gonorrhea treatment (20 Points).
 - Provide Chlamydia, Gonorrhea, and Syphilis treatment) (70 Points).
 - Provide Expanded STI Treatment (Herpes, Trich, etc.) (10 Points).

FUNDING REQUIREMENTS AND LIMITATIONS

General Requirements:

- Sign a contract with SD DOH in order to receive funds.
- Submit monthly progress reports.
- Ensure the deliverables outlined in their application and agreement are met.
- Complete all strategies funded by the SD DOH and outlined in the work plan as part of the agreement.
- Acknowledge SD DOH as the funding source for any funded material. The use of the SD DOH and other program logos are protected and cannot be utilized without the written permission of the SD DOH.
- Obtain prior written approval from the SD DOH STI Program Coordinator for changes to the work plan and budget submitted if changes are requested during the funding cycle.
- Obtain written approval from the SD DOH STI Program Coordinator prior to changing application facilitators or fiscal agents.
- The fiscal agent must carry commercial general liability insurance coverage, which cannot be paid for with award funds.
- Maintain phone and email capability. Notify SD DOH STI Program Coordinator of any information changes.

Funding Limitations:

- Funds may not be used for training or speakers unless approved by the SD DOH.
- Funds may not be used to purchase permanent equipment (laptops, printers, TVs, furniture, etc.).
- The SD DOH will not fund political parties, candidates, partisan political organizations, individuals, or “for-profit” businesses.
- Funds may not be used for research, construction, or renovation.
- Funds cannot be used to lobby for State of South Dakota laws or ordinances.
- Funds may not be used for out-of-state travel.
- Applicants must provide low or no-cost services to under or uninsured individuals.
- Applicants must create standard pricing for certain services (obtainable/equal so services are comparable/accessibile).
- Applicants must secure medications through 340b pricing to keep the cost of medication low.
- The South Dakota Department of Health is authorized by [SDCL 34-22-12](#) and [ARSD 44:20](#) to collect and process mandatory reports of communicable diseases by

physicians, hospitals, laboratories, and institutions. Applicants must report positive laboratory results to the Department of Health.

- Applicants must be prepared to provide treatment within 24 hours of positive test result.
- Applicants must follow 2021 [STI Treatment Guidelines](#)
- *Applicants may not include condoms in the proposal budget. Condoms can be obtained by contacting the STI Program Coordinator.*

APPLICATION TECHNICAL ASSISTANCE

The SD DOH is committed to providing quality technical assistance whenever requested. Please contact Bridget Dean, the SD DOH STI Program Coordinator to answer questions you have during the application process related to the Prevention and Control of STI, RFA Guidance document. You can contact Bridget via email at Bridget.Dean@state.sd.us or phone at (605) 773-4794.

RESOURCES

Background information and resources to assist applicants in developing their applications can be found below. This is not meant to be a complete list of all available resources.

South Dakota Resources

- [SD DOH Website](#)
- [SD DOH Health Equity & Cultural Competency](#)
- [2020-2025 SD DOH Strategic Plan](#)
- South Dakota [Syphilis Healthcare Guidance Document](#)

National Resources

- CDC Office of Minority Health and Health Equity
- CDC [Sexually Transmitted Infections Treatment Guidelines 2021](#)
- County Health Rankings
- The Guide to Community Preventive Services (The Community Guide)
- A Practitioner's Guide for Advancing Health Equity
- HHS Office of Minority Health (OMH)
- HHS Think Cultural Health
- HHS Health Social Vulnerability Index