Minnesota Department of Health

# Form D: PrEP RFP Program Organizational Capacity Narrative

MAXIMUM 30 POINTS

**Agency Name:**

**Program Name:**

**Priority Population:**

## Instructions

LIMIT: **Four (4) pages** but may be less than four pages. Applicants must write their proposal in a **12-point font** with one-inch margins and **single-spaced** lines on 8.5 X 11-inch single side paper. Separate paragraphs with a blank line in between.

Criteria in italics are indicators of cultural competency.

1. Describe your organization’s current mission and scope of current programming. (3 possible points)
2. Describe your organization’s structure and administrative capacity, including executive management, fiscal management, involvement of board members. (3 possible points)
3. Clearly describe your organization’s capacity to maintain staff and infrastructure necessary to oversee the program activities. (3 possible points)
4. Describe the ways your organization prioritizes diversity, equity, and inclusion. Include specific examples whenever possible, such as initiatives, action steps, and policies. (4 possible points)
5. Describe how staff, leadership, and board members are representative of the communities served. Include any plans for ensuring or increasing reflectiveness. (4 possible points)
6. Clearly describe the applicant organization’s abilities to collaborate with other agencies. (4 possible points)
7. Describe how your organization involves clients in the planning, design, and implementation of services and how you plan to implement continuous quality improvement. (3 possible points)
8. Clearly describe in details your organization’s ability to properly account for all state and federal funds. (3 possible points)
9. Clearly describe the activities you plan to undertake to recruit hardest-to-reach individuals, with highest rates of new HIV diagnoses and low PrEP use, that would most benefit from PrEP in Greater Minnesota rural counties. (3 possible points)