

E-questions and Answers  
Version date: February 17, 2020

Request for Proposal (RFP)  
For  
Ending the HIV/HCV/STI Epidemics (EtE)  
Community Engagement Consultation  
From  
Heluna Health

**Question:** “I have a question related to the grant process, I see the proposal indicates 20% must go to the advisory board. I was wondering does the advisory board/groups consist of the organizations I will partner with, or members I will need to make up an advisory board? And if I need an advisory board how many is needed to be considered an advisory board?”

**Answer:** The structure and process of developing the community advisory pathways are intentionally vague in the RFP language. We did not want to dictate how applicants approach developing the community engagement process since the methods will depend on what each community needs. In fact, we are not requiring an advisory board – only that 20% of the budget must go directly to members of the community who are providing advice. **From page 5 of the RFP: “At least 20% of the budget must go directly to community advisory members.”** Applicants can propose developing a new advisory board or expanding upon an existing one if that is the most effective way to get community feedback and engagement, but can also propose other strategies. If a board is developed, the applicant and the community they are working with should determine who will be on the board (including number of members) to best represent community voices. The goal is for the funded applicants to develop a process to engage their community that is the most effective and allows the applicants to meet the RFP requirements: design and facilitate a community advisory process that elicits community feedback; synthesize feedback from all the activities; and develop a report of recommendations for SFDPH.

**Question:** “The RFP states that the SFDPH has synthesized existing strategic plans from the HIV Community Planning Council, Getting to Zero Consortium End Hep C SF, The Black/African American Health Initiative, and and the Drug User Health Initiative. Beyond this is there any input from a body looking at HIV, HCV, STI specifically Latinx perspective?”

**Answer:** A large portion of our resources for the development of San Francisco’s Ending the Epidemics plan is being allocated to this RFP, to ensure we get sufficient input from the perspective of our priority communities, including Latinx people. Whichever group is awarded funding for the Latino/Latina/Latinx community engagement process will be leading our efforts to gather input on HIV, HCV, and STI specifically from that perspective.

**Question:** “Here goes the final question from the group, can you share more about what is meant by the deliverable that is due on June 30th entitled Community Engagement Advisory Process? Is it an encapsulation of the engagement strategies used during the three rounds?”

**Answer:** SFDPH is looking for ongoing feedback from and dialogue with the 5 communities of focus, extending beyond the funding period of this RFP. Yes, the “community engagement advisory process proposal” that is due on June 30, 2020 should describe the strategies that were used during the three rounds of feedback and provide recommendations of strategies that should be continued after this project ends. The community engagement strategies used during the three rounds of feedback can either be using/expanding upon existing successful strategies or developing new ones. The strategies should be directed and led by the community and selected with their input. Once applicants have been funded, SFDPH will provide detailed instructions for the deliverable that is due on June 30.