

Concept Paper
Ryan White Part A Funded Services
Food and Nutrition Program in New York City
Release Date: March 13, 2019

1. Purpose of the Intended Request for Proposals (RFP)

The New York City Department of Health and Mental Hygiene (NYCDOHMH) is the recipient of funding for the Ryan White HIV/AIDS Part A (RWPA) grant administered by the federal Health Resources and Services Administration (HRSA), a division of the U.S. Department of Health and Human Services (HHS). The New York Eligible Metropolitan Area (NY EMA) for RWPA includes the five boroughs (Bronx, Brooklyn, Queens, Manhattan, Staten Island) of New York City (NYC), and the counties of Westchester, Rockland, and Putnam (Tri-County). As the grant recipient, NYCDOHMH oversees grant administration and clinical quality management, as well as conducts contract monitoring, data collection; site visits, quality improvement and assurance, and provides technical assistance to sub-recipients. The HIV Health and Human Services Planning Council of New York (Planning Council), whose members are appointed by the Mayor of New York City, prioritizes service categories and allocates funds. The Planning Council also designs service directives that drive the development of programs to meet the needs of persons living with HIV/AIDS (PLWHA). As the master contractor for the NYCDOHMH, Public Health Solutions (PHS) procures and administers the RWPA contracts in the NY EMA.

NYCDOHMH is seeking qualified contractors to provide Food and Nutrition Services to address the nutritional needs and food insecurity among PLWHA living in NYC by providing food and nutrition services that are nutritionally and culturally appropriate and meet their dietary and preparatory needs.

Programs should provide the following:

- Culturally-sensitive and nutritionally-appropriate food or meals in accordance with Food Is Medicine Coalition (FIMC) Nutritional Guidelines, through home-delivered meal programs, congregate food settings, food bank/pantry bags, and/or vouchers to purchase food, and when possible, meals should be medically tailored to clients.
- Nutritional counseling and health education-related services to ensure that patients understand their nutritional needs and help manage their HIV treatment.
- Essential household supplies, such as hygiene items and household cleaning supplies, not covered by other funding sources.
- Access to HIV-related primary care and appropriate support services for PLWHA through referrals and accompaniment, where needed.

2. Planned Method of Evaluating Proposals

All proposals submitted to PHS, the master contractor for NYCDOHMH, will be reviewed to determine if they are responsive to the requirements of the RFP. Responsive proposals will be reviewed based on the Evaluation Criteria described below. The applicant's proposal, along with a line-item budget request with justification, must represent the program that will be implemented if funded.

Evaluation Criteria

- Background and Organizational Capacity
- Service Delivery Experience

- Programmatic Summary
- Program Design and Implementation
- Staffing
- Service Tracking and Reporting
- Quality Assurance
- Program Management
- Confidentiality
- Implementation Timeline
- Budget

3. Contract Term

Contracts will be awarded for a term of up to three (3) years with the option to renew for additional terms.

4. Anticipated RFP Timeline

The following is an overview of the current tentative timeline for the Ryan White Part A Food and Nutrition Program in New York City RFP. Contracts awarded through this RFP will have a **March 1, 2020** start date.

Activity	[Anticipated] Date
Release of Concept Paper for Ryan White Part A Food and Nutrition Program in NYC	March 13, 2019
Town Hall Meeting for Concept Paper	March 25, 2019
Comments on Concept Paper due by / no later than	April 29, 2019
Release of RFP for Ryan White Part A Food and Nutrition Program in NYC	[May 2019]
Pre-Proposal Conference	[June 2019]
Projected Award Announcement	[October 2019]
Contract Negotiations	[November 2019]
Projected Contract Start Date	March 1, 2020

5. Anticipated Funding

The following annual amounts are allocated for the Food and Nutrition Program in New York City for contract year 2020:

- Ryan White Part A funding (allocated by the HIV Health and Human Services Planning Council of New York): \$7,462,131
- New York City funding: \$1,025,170

It is anticipated that between 9 and 11 contracts (funding range: \$150,000-\$3,000,000) will be awarded in NYC. To be considered for an award, applicants must have the appropriate licensure and insurance to operate, be able to provide at least one of the food services listed below in Section 7. Service Elements, and have a brick-and-mortar site in at least one of the five boroughs of NYC.

Funding for all contracts resulting from this intended RFP is contingent upon the annual notification of the grant award to the New York EMA from HRSA, the availability of funds, the priorities of the Planning Council, approval by NYCDOHMH, vendor background check, demonstration of all required

insurance coverage satisfactory contract performance. The actual funding available for the intended RFP may vary, as it is contingent on the annual Notice of Grant Award from HRSA and allocations for all service categories, as determined by the Planning Council and by the City of New York for City funding.

6. Eligibility and Funding Information

Services may only be provided to clients who meet Ryan White Part A eligibility criteria, and have demonstrated food-insecurity, limited access to food that is nutritious and appropriate for their dietary needs in accordance with Food Is Medicine Coalition (FIMC) Nutritional Guidelines, or a need for medical nutrition therapy. For clients in need of home-delivered meals, a client's medical provider must document the client's inability to shop or self-prepare meals due to physical and/or mental challenges.

Ryan White Part A funds for Food and Nutrition Services may not be used to provide services to individuals known to be HIV negative or of unknown HIV status, except for dependent children. General client eligibility includes documentation of HIV+ sero-status; residency within New York City, Putnam, Rockland, or Westchester counties; and financial eligibility, as defined by the New York EMA, which is currently set at 435% of the Federal Poverty Level (FPL).

Agencies seeking funding to provide Food and Nutrition Services must demonstrate compliance with federal, state, and local regulations regarding the provision of food/meal services and/or home-delivered meals including required licensure and/or certification to operate the particular food service program involved. Agencies must demonstrate capacity and ability to provide food/meals and medical nutrition therapy, and provide services in and/or to locations with a high concentration of persons at risk for poor health outcomes and food insecurity.

Agencies must be able to address the needs of clients with physical, behavioral, psychosocial, or sensory impairments. Agencies must have established linkages with programs providing early intervention services, medical care, mental health, alcohol and substance use services, housing programs, medical case management, legal services, supportive counseling services, health education and risk reduction, employment related services, and other unmet needs and must make referrals as appropriate.

Ryan White is considered the Payer of Last Resort (POLR) and may be used for allowable services only when other funding sources are not available. Ryan White funds are used to address gaps in the current service system in order to improve the health outcomes of people living with HIV/AIDS. As such, services solicited through this RFP are provided in instances where an existing client need is documented.

The NYCDOHMH is committed to strategic leveraging. Therefore, agencies must demonstrate the ability to leverage funding sources other than Ryan White Part A Program funding to ensure program sustainability.

7. Programmatic Information

Service Elements

Services solicited through this RFP include the following:

- Intake Assessment and Reassessment
- Linkage to Primary Care
- Accompaniment
- Comprehensive Nutritional Assessment
- Nutritional Counseling with Supplements
- Nutritional Counseling without Supplements
- Nutritional Education Group
- Food Vouchers
- Congregate Meals
- Home Delivered Meals
- Groceries/Pantry Bag Distribution
- Cooking Kit Distribution (optional)

Services must include, when appropriate, client referral to entitlements and benefits specialists for access to needed resources. Programs must conduct screening and, if indicated, make referral for HIV testing, mental health, alcohol and substance use services, medically appropriate housing programs, and services to address other unmet social needs. These service elements are reflective of the new Food and Nutrition Service Directive approved by the HIV Planning Council on July 26, 2018. The new service directive was developed with the aim to address food insecurity and access to quality and nutritious food for PLWHA. Service elements have been designed to, when possible, provide the opportunity to clients to be more involved in their dietary planning.

Programs are encouraged, when possible, to offer clients medically tailored meals in their congregate meals and home-delivered meals.

8. Contractor Reporting Requirements

All programs funded through this RFP must comply with the reporting requirements outlined below.

Data Reporting Requirements

Awarded contractors must comply with all NYCDOHMH and HRSA data reporting requirements. NYCDOHMH will require the submission of data through a web-based data system, Electronic System for HIV/AIDS Reporting and Evaluation (eSHARE). NYCDOHMH and/or PHS will provide training and technical assistance on the use of eSHARE and submission of reports. Funded organizations will also be required to submit data for the EMA's Ryan White Services Report (RSR), which must be submitted each year to HRSA.

Funded programs will be required to enter client-level data into eSHARE for all funded services including:

- Client (legal) first and last name (nicknames or pseudonyms will not be accepted)
- Client demographic data
- Client encounters
- Additional socio-demographic data and primary care status measures (see below)
- Linkage to relevant services

Primary Care Status Measures (PCSM)

Ryan White Part A programs are required to promote access to, and maintenance in, HIV primary care and treatment and, if applicable, HIV counseling and testing services and prevention services

(including pre-exposure prophylaxis (PrEP)) for affected family members. For clients enrolled in the Food and Nutrition Services program, documentation of engagement in HIV primary care include, date of the most recent primary care visit, recent HIV-related laboratory test values dates, and Antiretroviral Therapy (ART) access/use is required. Contractors are also required to reassess access to, and maintenance in, HIV primary care and treatment at least every 120 days (quarterly, with a grace period of up to 30 days). All required information must be documented in the client record and reported via the NYCDOHMH-required data system (i.e. eSHARE).

Contractual Reporting Requirements

Funded Food and Nutrition Services Programs will be required to submit monthly program narrative reports on various aspects of contract compliance including, but not limited to, staffing updates, accomplishments and barriers to program delivery. Programs will be required to submit an annual fiscal questionnaire to reflect costs to deliver the program.

9. Feedback on Concept Paper

Please submit all comments regarding this Concept Paper for the Ryan White Part A Funded Food and Nutrition Services Program in New York City no later than **April 29, 2019** to: RWFNSCP@healthsolutions.org

*The NYCDOHMH will hold a **Town Hall Meeting**, on Monday, March 25, 2019 from 9:30am to 11:30am at Public Health Solutions, 40 Worth Street, 5th Floor, Conference Room 5.2/5.3, New York, NY 10013, to further solicit community feedback and input on the forthcoming Food and Nutrition Services Program in New York City RFP.*

To attend the Town Hall Meeting in person, please send RSVP to RWFNSCP@healthsolutions.org

Those unable to attend in person may participate via webinar. To attend the Town Hall Meeting via webinar, please register at: <https://cc.readytalk.com/r/elwahqparoir&eom>

After you register at the webinar link, you will receive instructions via email on how to join the Town Hall Meeting.