Questions and Answers
RFA26-003
Targeted Outreach for Pregnant Women Act (TOPWA)

DATE: September 21 ,2026

TO: Applicants

FROM: Division of Disease Control – Bureau of Communicable Diseases, HIV/AIDS Section
Florida Department of Health

SUBJECT: Questions and Answers: RFA #26-003

Question #1. We are looking at reapplying for EPIC for Pinellas County, but would also like to expand and include Hillsborough-do we have to submit two separate applications for each county? Or can we submit only one, which includes both counties?

Department Response: Each Applicant can propose to serve up to one eligible service area per application.

Question #2. Section 7.2 states that the maximum possible score is 100 points and assigns the following weights: Statement of Need, 10 points; Program Proposal, 30 points; Organizational Capacity and Staffing, 20 points; Collaborations, 20 points; Evaluation Plan, 10 points; and Budget Summary and Narrative, 10 points. However, Attachment VII identifies a maximum score of 120 points and assigns different weights: Statement of Need, 20 points; Program Proposal, 40 points; Organizational Capacity and Staffing, 20 points; Collaborations, 10 points; Evaluation Plan, 10 points; and Budget Summary and Narrative, 20 points. Please clarify which scoring scale and allocation of points will be used to evaluate applications.

Department Response: Each Application will be evaluated and scored based on the category requirements identified in Attachment VII. Applications will be scored by an objective Review Team using evaluation sheets to designate the point value assigned to each Application. The scores of each member of the Review Team will be averaged with the scores of the other members to determine the final score. Application scores establish a reference point from which to make negotiation decisions. The maximum points possible are 120.

Criteria	Maximum Points Allowed
Statement of Need	20 points
Program Proposal	40 points
Organizational Capacity and Staffing	20 points
Collaborations	20 points
Evaluation Plan	10 points
Proposed Budget Summary and Narrative	10 points
Total	**120 points**

Question #3. Section 1.6 requires applicants to demonstrate matching contributions and states that, in counties with populations exceeding 50,000, up to 50 percent of the required matches may be satisfied through in-kind contributions. However, we could not locate the required matching amount or percentage. Please clarify the required match percentage or amount and whether it is calculated based on the total requested award.

Department Response: The required match is 25 percent of the funding amount requested through the RFA. The required match amount will be calculated based on the total funding requested in the applicant's proposed budget.

Question #4. May an applicant submit a single application proposing services in multiple eligible counties, or is a separate application required for each county? If a multi-county application is permitted, will the Department consider multiple awards within a county service area, or does it anticipate making a single award per county?

Department Response: Each Applicant can propose to serve up to one eligible service area per application.

Question #5. **Matching Contribution:** The RFA states that matching contributions are required and may include cash and/or allowable in-kind contributions. Could you please clarify the **required match percentage or dollar amount** that an applicant must provide in relation to the requested annual award?

Department Response: The required match is 25 percent of the funding amount requested through the RFA. The required match amount will be calculated based on the total funding requested in the applicant's proposed budget.

Question #6. **Scoring Matrix:** We noticed a difference between the scoring information in Section 7.2 and Attachment 7. Section 7.2 appears to provide a maximum score of 100 points, while Attachment 7 appears to total 120 points. **Which scoring matrix and point allocation should applicants use when preparing their applications?**

Department Response:
Each Application will be evaluated and scored based on the category requirements identified in Attachment VII. Applications will be scored by an objective Review Team using evaluation sheets to designate the point value assigned to each Application. The scores of each member of the Review Team will be averaged with the scores of the other members to determine the final score. Application scores establish a reference point from which to make negotiation decisions. The maximum points possible are 120.

Criteria	**Maximum Points Allowed**
Statement of Need	20 points
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Organizational Capacity and Staffing	20 points
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Evaluation Plan	10 points
Proposed Budget Summary and Narrative	10 points
Total	**120 points**

Question #7. **Local Planning Partnership Letter:** The application requests a letter from the local planning partnership chair confirming membership of agency personnel identified as members of the planning partnership. For a **newly established 501(c)(3) applicant that does not currently have agency personnel serving as members of the local planning partnership**, is this letter mandatory? If so, what documentation would be acceptable for a new applicant?

Department Response: Applicants that are not currently participating in their local planning partnership are not required to submit a partnership letter with their application. However, applicants selected for award under this RFA must provide a partnership letter prior to contract execution.

Question #8. **Testing Requirement:** The RFA includes pregnancy, HIV, HBV, HCV, and STI testing among the program requirements, while also indicating that medical or clinical services may not be provided using these grant funds. **May an applicant satisfy the testing requirement through established referral relationships or formal agreements with qualified medical/testing**

providers? Additionally, may appropriately trained personnel conduct allowable testing when the testing costs are supported by non-grant funding?

Department Response: No. The applicant's organization must demonstrate the capacity to provide pregnancy, HIV, STI and hepatitis testing services.

TOPWA funding can be used for related public health activities, such as:

- **Outreach and education**
- **Screening and testing**
- **Prevention services**
- **Referrals and linkage to care**
- **Program administration, training, and evaluation**

TOPWA funding may not be used for direct medical services, treatment or on-going patient care.

Question #9. **HIV/PrEP Provider Agreements:** The RFA requests documentation of existing agreements with HIV service providers that will accept pregnant women diagnosed with HIV on a priority basis and/or provide PrEP services to eligible HIV-negative pregnant women. **What form of documentation is acceptable for this requirement—for example, an MOU, referral agreement, or signed Letter of Commitment? Must the agreement be fully executed prior to application submission?**

Department Response: A Memorandum of Agreement/Memorandum of Understanding (MOA/MOU), Letter of Commitment/Support or referral agreement is acceptable.
The agreement does not have to be executed prior to application submission; however, the agreements must be executed for awarded Applicants prior to contract execution.

Question #10. **County Health Department Letter:** Can a signed Letter of Commitment from the applicable County Health Department also serve as documentation of an HIV/testing/referral relationship when the letter specifically describes those services, or is a separate agreement with an HIV medical/PrEP provider required?

Department Response: A signed Letter of Commitment can also serve as a referral relationship as it is specifically stated in the document.

Question #11. I would like to verify where Attachment 5: Work Plan Template and Attachment 6: Funding Sources Form should be included within the application. Neither attachment is listed in the Table of Contents, and I want to ensure that we include them in the appropriate section. Additionally, are either of these attachments subject to any of the application page limits?

Department Response: The attachments are expected to be available on the solicitation website no later than September 21, 2026. Unless otherwise stated in the RFA, attachments are not subject to page limitations.

Question #12. Can you clarify the required matching fund amount or percentage for RFA 26-003, how it is calculated, and whether it is a mandatory eligibility requirement or simply a factor considered during application scoring?

Department Response: The required match is 25 percent of the funding amount requested through the RFA. The required match amount will be calculated based on the total funding requested in the applicant's proposed budget.

Question #13. For RFA#26-003, are there excel files of the budget and budget narrative templates that can be provided and edited by applicants for submission?

Department Response: The Attachments are expected to be posted to the solicitation site by September 21, 2026.

Question #14. What percent is the matching requirement for this grant? I looked through and could not find anything other than the amount could be up to 50% in kind.

Department Response: The required match is 25 percent of the funding amount requested through the RFA. The required match amount will be calculated based on the total funding requested in the applicant's proposed budget.

Question #15. In the funding source attachment 6 form. Do you want essentially all our matching sources including foundation and private or only government sources?

Department Response: Applicants should list all federal, state and local funding sources on Attachment 6.

Question #16. In the cover page you ask for clients served do you want what we are proposing or what we have done in the last contract or FY?

Department Response: Applicants should specify the number of clients they propose to serve using funds requested through this RFA.

Question #17. For the staffing and organizational section, is there a page limit? It is the only one that does not say.

Department Response: There is a 4-page limit for the staffing and organizational section.

Question #18. Should all numbers for the grant reflect one year only or over a period of three years?

Department Response: Applicants should report the total number of clients they expect to serve during the initial one-year contract period.

Question #19. Is the $1,000,000 for one year only and up to $3,000,000 over three years?

Department Response: The Department allots $1,000,000 in funding for the entire TOPWA program annually.

Question #20. You showed various budgets in the RFA for different components such as personnel, computers, supplies, etc. Do you want the total budget including all these items we may be requesting on the Budget Narrative Template and fill out Attachment 3 and 4?

Department Response: The applicant shall submit a summary of all anticipated program costs in Attachment 3 and a comprehensive budget narrative in Attachment 4, in accordance with the instructions outlined in Attachment 2.

Question #21. Back to the match question, do you want us to show the total budget including the match and what we propose to be paid for by the Department of Health on the Template, or just in the narrative outline the match and what the match is paying for?

Department Response: Applicants should show the total budget including matches on the budget templates. The total funding requested from the Department should be clearly distinguishable from the match.

Question #22. **Physical office / satellite location eligibility:** Section 3.2 states that applicants must provide services and have a physical office located in the area where they propose to implement the project. If a Florida 501(c)(3) organization maintains its principal office in a county not listed in the RFA but establishes a bona fide satellite office within Duval County, would the organization be eligible to apply to provide TOPWA services in Duval County?

Department Response: Applicants may use an established satellite office as the service location. Applicants must provide documentation demonstrating that they maintain a qualifying physical location within the proposed service area.

Question #23. **Co-located office:** May the required Duval County physical office be located within an existing healthcare provider's practice through a lease, sublease, office-use agreement, or similar arrangement, provided that the applicant has dedicated space and provides its TOPWA services from that location?

Department Response: Applicants may be co-located with an existing healthcare provider through a lease or sublease arrangement. Applicants must maintain a dedicated space with visible signage and demonstrate the capacity to provide all required services from that location.

Question #24. **Timing of establishing the Duval location:** At what point must the physical office in the proposed service area be established: by the application deadline, by notice of award, by contract execution, or by the January 1, 2027 anticipated program start date?

Department Response: Applicants must maintain a physical office location within the proposed service area by the application submission deadline.

Question #25. **Documentation of the physical office:** What documentation should be submitted with the application to demonstrate that the applicant has a qualifying physical office in Duval County? For example, would an executed lease, sublease, or office-use agreement be sufficient?

Department Response: To demonstrate that the applicant has a qualifying physical office in the service area, the applicant should provide documentation evidencing a legal right to occupy and use the office space. Acceptable documentation may include an executed lease or sublease that identifies the applicant, the office location within the service area, and the term of occupancy. The Department may request additional supporting documentation as needed to verify the office's physical presence and operational use prior to award or contract execution.

Question #26. **Applicant's legal address:** If the applicant's principal/legal business address remains in another Florida county, may the applicant list its Duval County satellite location as the TOPWA program/service location while retaining its principal address elsewhere?

Department Response: Applicants may utilize a satellite office as the TOPWA service location. Documentation must be provided to demonstrate the applicant has a qualifying physical in the service area in which they are proposing services.

Question #27. **Existing agreements required in the application:** The RFA requires documentation of existing agreements with several types of providers and community partners. Must all required MOAs/MOUs/BAAs and letters of agreement be fully executed by the September 30 application deadline, or may an applicant submit letters of commitment or pending agreements that will be fully executed prior to contract execution or program implementation?

Department Response: The agreement is not required to be executed prior to application submission; however, the agreements must be fully executed prior to contract execution.

Question #28. **High-risk obstetrical provider requirement:** For the required agreement with a local high-risk obstetrical provider, would an agreement with an OB/GYN practice that manages high-risk pregnancies satisfy this requirement, or must the agreement specifically be with a maternal-fetal medicine specialist?

Department Response: A written agreement with an OB/GYN is sufficient to satisfy the requirement.

Question #29. **HIV medical provider relationship:** If the applicant's Duval County site is co-located with an infectious disease physician who provides HIV treatment and PrEP services, may that physician/practice serve as the required HIV service provider for priority linkage to HIV care and PrEP, provided the appropriate written agreement is in place?

Department Response: Yes. The co-located infectious disease physician may serve as the required HIV service provider, provided a written agreement is in place.

Question #30. **Matching funds:** Section 1.6 states that matching contributions are required and that, in counties with populations exceeding 50,000, up to 50% of the required match may consist of in-kind contributions. What is the required match amount or percentage that applicants must provide? We were unable to identify the specific match percentage in the RFA.

Department Response: The required match is 25 percent of the funding amount requested through the RFA. The required match amount will be calculated based on the total funding requested in the applicant's proposed budget.

Question #31. **In-kind use of donated/shared space and professional services:** May donated or below-market office space, donated professional time, personnel time, and services contributed by community healthcare partners be counted toward the allowable in-kind portion of the match? If so, what documentation and valuation methodology does the Department require? For the staffing and organizational section, is there a page limit? It is the only one that does not say.

Department Response: Yes. Donated or below-market office space, donated professional services, staff time, and services contributed by community healthcare partners may be applied toward the allowable in-kind portion of the required match, provided the contributions comply with all applicable documentation and valuation requirements.

To document in-kind contributions, applicants must provide:

1. **Signed commitment letters or memoranda of understanding (MOUs) from contributing partner organizations.**
2. **Timesheets, activity logs, or other records documenting donated staff, volunteer, or professional service hours.**
3. **Documentation of services provided, such as service logs, reports, or invoices indicating no-cost or reduced-cost services.**
4. **Evidence of fair market value, including salary rates, billing rates, rental comparisons, appraisals, or other valuation methodologies.**
5. **Documentation supporting donated or discounted space, such as lease agreements, donation letters, or rental value assessments.**
6. **Match-tracking documentation and calculation worksheets demonstrating how the value of each contribution was determined.**

7. **Certification or verification signed by both the contributing entity and the recipient organization.**

Question #32. **Funding request amount:** The RFA states that approximately $1,000,000 is available annually statewide but does not appear to specify a minimum or maximum award per applicant. Is there a minimum or maximum annual amount that an individual applicant may request?

Department Response: Applicants may request annual funding ranging from $125,000 to $175,000. Final award amounts will be determined based on the availability of funds and the applicant's evaluation score.

Question #33. **Newer organizations / organizational experience:** May a newer 501(c)(3) organization demonstrate organizational capacity and experience through the qualifications and prior HIV prevention, outreach, linkage, clinical, case-management, and community-health experience of its key personnel, medical providers, leadership, and formal partners when the organization itself does not yet have multiple years of operating history?

Department Response: No. The applicant organization must demonstrate prior experience serving the target population identified in the RFA.

This is not a competitive solicitation subject to the notice or challenge provisions of section 120.57(3), Florida Statutes.