

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee & the Consumer & Community Engagement Workgroup Meeting
11:00 a.m., Monday, June 24, 2024

In-person meeting location: Bering Church 1440 Harold Street, 2nd floor, Houston, Texas 77006. Please park and use the building entrance behind the church facing Hawthorne Street.

Or, join us via Zoom at:

<https://us02web.zoom.us/j/81032740414?pwd=V1hTMnltaklDanBDNU9XYkVkdllTZz09>

Meeting ID: 810 3274 0414

Passcode: 125162

Or, use your telephone to dial in: 346 248 7799

AGENDA

- I. Call to Order Johnny Deal and
Carol Suazo, Co-Chairs
- A. Welcome, Introductions and Moment of Reflection
 - B. Announce who will be chairing the meeting
 - C. Adoption of the Agenda
 - D. Approval of the Minutes
- II. Public Comment
(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a living person with HIV", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting.)
- III. Old Business
- A. Project LEAP/Proyecto VIDA Recruitment Tables Ronnie Galley
 - B. Road 2 Success/Blue Book JEOPARDY – see C below Tori Williams
 - C. EHE/Integrated HIV Prevention and Care Plan
 - Calls with local colleges and universities
 - Review May EHE/Integrated Planning Activities Summary, see attached
 - C. Potential projects for Consumer Engagement Ronnie Galley & Adonis May
 - 1. Health literacy campaign (Activity 2A1c)
 - 2. Develop and implement information programs (Activity 3Ab)
 - 3. Increase consumer input into education materials (Activity 3Ac)
 - 4. Increase consumer participation in delivering educ info (Activity 3Ad)
- IV. New Business
- A. 2024 LEAP/VIDA Service Definition
 - B. Recruitment Guidelines
- V. Announcements
- VI. Adjourn
- Optional: Members meet with committee mentor Johnny Deal

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

12:00 pm, Monday, May 20, 2024

Meeting Location: Zoom teleconference call and at Bering Church, 1440 Harold St., Houston, Texas 77006

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Johnny Deal, Co-Chair	Carol Suazo	Josh Mica, RWPC Chair
Skeet Boyle	Servando Arellano	Cidney Clay, COH
Caleb Brown	Tony Crawford	Pieus Bowser, St. Hope Foundation
Kathryn Fergus	LeeAnn Moody, excused	
Tony Crawford	Cecilia Ligons	OFFICE OF SUPPORT
Tana Pradia	<i>Ty Tates</i>	Tori Williams
Ryan Rose	<i>Diondra English, excused</i>	Rod Avila
<i>Kesh Locks</i>	<i>Ronnie Galley, excused</i>	
<i>Reynauld White</i>		

Call to Order: Ryan Rose called the meeting to order at 11:06 a.m., and asked for a moment of reflection. Deal invited everyone present to introduce themselves.

Adoption of the Agenda: *Motion #1*: *it was moved and seconded (Kesh, Boyle) to adopt the agenda. Motion carried unanimously.*

Approval of the Minutes: *Motion #2*: *it was moved and seconded (Boyle, Pradia) to approve the March 25, 2024 minutes. Motion carried unanimously.*

Public Comment: None.

Old Business

Road 2 Success Updates: Road 2 Success is on hold until we are in a financial position to provide sandwich trays for these large educational events, which are specifically for people living with HIV. The Houston EMA has received 40% of the FY 2024 grant award; hence we are waiting on receiving the remaining 60%. On a related note, Office of Support staff is working on finding a new food vendor.

EHE/Integrated HIV Prevention and Care Plan

Merge with College Workgroup: Williams presented an overview of the EHE/Integrated HIV Prevention and Care Plan (see structural diagram). The College Workgroup has not been able to meet due to several co-chairs stepping down for health-related reasons. Members agreed by consensus to recommend that the College Workgroup merge with the Youth Workgroup.

Review March EHE/Integrated Planning Activities Summary: Williams reviewed the March 2024 Summary of Activities for some of the committee and workgroups. Please see attached for complete information. Members requested an updated organizational chart.

HIV Resources at Houston Area Colleges and Universities: Williams pointed out that the members of the Committee could assist the College Workgroup if they would be willing to call different colleges and universities in the Greater Houston Area and find out if they offer HIV services of any kind. Members agreed to use the attached list of questions to gather the information. The questionnaire is to be filled out by the caller and then emailed to Tori Williams. Volunteers who signed up to make calls include: Boyle, Locks, and Rose.

Project LEAP/Proyecto VIDA 2024 Student Recruitment: Williams announced that it is time to start recruiting for Project LEAP/Proyecto VIDA. Help will be needed in two ways: distribute flyers to friends and via social media; and volunteer to staff a recruitment table at Ryan White funded agencies. In an effort to make recruitment more fun, the Office of Support is sponsoring a competition. The person who turns in the highest number of applications of people who come to the interview, will win a \$50 gift certificate at a restaurant or store of their choosing, paid for by an anonymous private donor.

Announcements: Locks announce that she enjoyed staffing a table with Ryan White information at the all-day training session for Ryan White Case Managers and Disease Intervention Specialists.

Adjourn: Motion #3: *it was moved and seconded (Deal, Locks) to adjourn the meeting at 11:53 a.m.*
Motion carried unanimously.

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

UPDATED:
06/11/24

All meetings are subject to change. Please call in advance to confirm: 832 927-7926

Unless otherwise noted, all meetings will be held hybrid or via Zoom

IP = Integrated Planning
Z = Zoom (virtual only)

June

2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5 National Long Term Survivors Awareness Day	6 12 noon Steering Committee	7	1 10:00 am Woodlands Pride Summit
9	10 12noon – 4pm Special P&A meeting: Allocations	11 CANCELLED 12noon – 4pm Special P&A meeting: Allocations	12 CANCELLED 12noon – 4pm Special P&A meeting: Allocations	13 12 noon Planning Council CANCELLED Comp HIV Planning with the IP Research, Data & Implement, and Monitoring, QA & Eval. Committees	14	8 Nat'l Caribbean American HIV Awareness Day
16	17 CANCELLED Operations	18 CANCELLED Quality Improvement	19 Juneteenth Holiday	20	21	22
23	24 11:00 a.m. Affected Community with the IP Consumer & Community Engagement Workgroup 2:00 p.m. IP Professional Healthcare Wg 7:00 p.m. Public Hearing	25	26	27 National HIV Testing Day 12 noon Priority & Allocations 4:00 p.m. IP Leadership Team @ CPG	28	29
30						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

UPDATED:
06/06/24

**INTEGRATED
PLANNING BODY
(IP)**

Unless otherwise noted,
ALL meetings will be
held via Zoom or
hybrid

Z = Zoom (virtual only)

AIMS

2024

4
Independence Day
Holiday

11
12 noon
RW Planning Council
2:00 p.m.
Comp HIV Planning
with the **IP Research,
Data & Implementation
and Monitoring, QA &
Evaluation committees**

10
3:00 p.m.
**IP Status Neutral
Systems and Diagnose
Committee**

17
10:00 a.m.
**IP Needing In Person
Engagement
Workgroup**
12 noon
**IP Aging & HIV
Workgroup**

24
1:00 p.m.
IP Respond Committee

25
12 noon
RW Priority &
Allocations
4:00
CPG

6:00 p.m.
**IP Youth and College
Workgroup**

12 noon
**IP Prevention and
Policy Committee**
6:00 p.m.
IP Youth Workgroup

2:00 p.m.
RW Quality
Improvement
6:00 p.m.
**IP Racial and Social
Justice Workgroup**

11:00 a.m.
RW Operations
11:00 a.m.
RW Affected
Community with the **IP
Consumer & Community
Engagement Workgroup**



2024 Project LEAP Recruitment

Status	Date	Location/Event	Recruiter
AGENCIES			
		AIDS Healthcare Foundation/Out of the Closet	Tori → Ashley
		Avenue 360	Tori → Denis
		Harris Health/TSHC	Tana
		Legacy (California)	Tana
		Montrose Center	Crystal (maybe), Tana
		St. Hope Foundation	Tana (Greenspoint) Crystal (Bellaire, will email to Herman for distribution) Skeet (Sugar Land)
		Bee Busy	Skeet
		AAMA	Steven
		Accesshealth/Ft. Bend	Diane
		AFH & Housing Complexes	Johnny
		Baylor Teen Clinics	Diane
		Bering support group, church, dental clinic, day treatment	Tori
		Blast Fax	Diane
		Brentwood Project WAITT	Ronnie
		A Caring Safe Place/Lydia's Place	Skeet
		Catholic Charities	Rod
		Central Care	
		Change Happens!	Skeet
		HATCH (Montrose Center)	Tana
		HAWC	Tori → Nike
		Law Harrington Apartments	Skeet
		Living Without Limits	Cecilia
		Lord of the Streets	Crystal (Partial services)
		RMCC	Robert
		San Jacinto Apartments	Skeet/Johnny/Crystal
		Santa Maria Hostel	Diane
		St. John's Downtown/Bread of Life	Skeet
		SEARCH	Crystal will check if open
		Tony's Place	Tori
		The Women's Home	Tana
GROUPS			
		2005 - 2023 LEAP Graduates	Diane
		Integrated Planning Lists	Diane
		AA State of Emergency Task Force	Tori → Sha'Terra
		Adolescent Trial Network	Tori → Moreniké
		FIMR	Diane
		Ft. Bend Coalition	Tori → Sha'Terra
		HCV Task Force	Tori → Steven

Status	Date	Location/Event	Recruiter
GROUPS <i>continued</i>			
		Heterosexual Peer Group	Tori → Cecilia
		HIV & Aging Coalition	Skeet
		HIV Prevention Contractors	Tori → HHD
		HOPWA All-Providers	Tori → Megan
		Houston Medical Monitoring Project	Tori → Osaro
		IMPAACT CAB	Tori → Moreniké
		Impulse Group Houston	Crystal
		Latino HIV Task Force	Tori → Gloria
		Mahogany Project	Crystal
		MPACT	Tori → Antonio
		National HIV Behavioral Surveillance	Tori → Imran
		Part A CM Supervisors/CM	Diane
		Part D Partners	Tori → Sha'Terra
		Positive Women's Network	Tana
		Project PATHH	Skeet
		Rural Part B/SS Providers	Tori → Sha'Terra
		Save Our Sisters	Crystal
		Serenity Sisters Support Group	
		SIRR	Diane
		Youth Task Force	Tori → Gloria
		United Way Interagency Meeting	Diane?
		VA Hospital	Tori → Chris E. OR Cecilia
MEDIA/ONLINE			
		Ads in Outsmart, Houston Defender, and community newspapers in rural areas; RMCC bulletin/email list	Diane
		DSHS Insider	Tori
		Idealist	Tori
		Posse (largest HIV+ meetup grp in Houston)	Denis
		Project LEAP Alumni FB Page	Diane
		Texas HIV Coalition FB Page	Diane
SPECIAL EVENTS			
		Organizing for Power	Tana
		Planning Council	Diane
		Volunteer Round Up (date TBD)	NOT APPLICABLE
OTHER			
		Multi Service Centers <ul style="list-style-type: none"> • Acres Home • Emancipation • Hiram Clarke • Kashmere • Leonel Castillo • Sunnyside • Third Ward • West Gray 	All
		Social Media sites	All
		Bars/Clubs/testing events	All
		Houston Community College	Crystal
		Joseph Gathe, MD office	Skeet
		Grace Place	Crystal

Status	Date	Location/Event	Recruiter
OTHER <i>continued</i>			
		Green Grove MBC	
		Greater New Hope Baptist Church	
		Houston Public Library	They told Tracy NO, Ms. Dee also told NO
		Lone Star College	Tori
		Kindred & Plymouth Church	Tori → Amber re church list
		Rice University	Tori → Bobby
		St. Thomas	Tori → Bobby
		San Jacinto College	
		SHAPE Community Center	Crystal
		Shrine of the Black Madonna	Crystal
		U of H downtown and central	Tori
		TSU	Crystal, Tana
		Urgent Care Clinics	All
		Walgreens	Tori → Johanna
		Wheeler Ave Church	NOT CURRENTLY MEETING
		Woodlands Pride Festival	Tori
		Dr. Crofoot	Tori → Daniel
		Dr. Schrader	Tori

Ending the HIV Epidemic/Integrated HIV Prevention and Care Planning Body

Summary Reports from Committees and Workgroups

May 2024

For more information about the groups listed below, please contact Diane Beck, RWOoS by telephone at 832 927-7926 or by email at: Diane.Beck@harriscountytexas.gov. All Committees & Workgroups meet virtually only, unless otherwise noted, and can be accessed by Zoom at: <https://us02web.zoom.us/j/8899837982> Meeting ID: 889 983 7982

Join us for the next Leadership Team Meeting at 4 pm on Thursday, June 27, 2024. All are welcome

Aging and HIV Workgroup, 05/15/24, Diane Beck, RWOoS

Daniel Castellanos, DrPH, vice president of research and innovation at the Latino Commission on AIDS, presented a program on integrating HIV and aging care. Participants at the well-attended meeting agreed that aging services described in the presentation would be a great starting point for identifying those that needed to be added to HIV primary care. In July, Glenn Urbach, LMSW, the Ryan White grant administration program manager, will provide a service definition for case management targeting aging services. The workgroup will discuss modification of Ryan White standards of care. **Next meeting: Noon, Wednesday, July 17, 2024**

College Workgroup, Sha'Terra Johnson, TRG

Merging this group, which has yet to meet, with the Youth Workgroup is expected to launch it successfully in July. The co-chairs of the Leadership Team approved this change, allowing the two groups to meet together virtually. **Next Meeting: 6 p.m., Tuesday, July 2, 2024**

Consumer and Community Engagement Workgroup, 05/20/24, Cydney Clay, HHD

The group decided to integrate the College Workgroup into the Youth Workgroup and start an inventory of HIV services available on local college and university campuses. Road 2 Success community educational events are on hold until RWOoS can provide sandwiches. **Next meeting: 11 a.m., Monday, July 22, 2024**

Education and Awareness Committee,* 05/21/24, Tori Williams, RWOoS

After reviewing the goals and activities assigned to this committee, all convened agreed that it would be more efficient to merge this group with the Treat Committee. **Next Meeting: Noon, Friday, August 9, 2024**

Housing Workgroup, 05/23/24, Tori Williams, RWOoS

The workgroup has committed to two projects. The first will be working with Project LEAP students to produce one to two pamphlets for unhoused individuals. Potential topics are emergency housing resources and housing rights and resources. The second project will be collecting needs assessment data related to housing services in the greater Houston area. The most helpful will be the needs assessment, currently in the request-for-proposals stage, which is being conducted by the HOPWA program. The aim is to have two phases—phase 1, collecting needs assessment data, and, phase 2, creating an action plan. The hope is that phase 1 will be completed in the fall of 2025. **Next Meeting: 2 p.m., Friday, July 12, 2024**

Monitoring, Quality Assurance, and Evaluation Committee,* 05/09/24, Ama Williams, HHD

The committee did not meet in May so that members assigned to specific EHE/Integrated Planning committees and workgroups could attend May meetings and present evaluation plans at the next committee meeting. **Next meeting: 2 p.m., Thursday, July 11, 2024**

Needing In-Person Engagement Workgroup, 05/08/2024, Tori Williams, RWOoS

Members reviewed a plan to work with the AIDS Education and Training Center to create a three-part video series that includes HIV basics; information tailored to those who work with specific priority populations; and the

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process for referring clients to local HIV prevention, testing and care services. The first series will be created in 2024 for case managers who work with the unhoused. There are approximately 1,000 case managers working with this group in the greater Houston area. In 2025, the series will be specifically designed for mental health workers, and in 2026, the series will be designed for staff who work with individuals impacted by coercive violence. **Next meeting: 10 a.m., Wednesday, July 17, 2024 (Note unusual day and time.)**

Prevention and Policy Committee, 05/14/24, Eliot Davis, HHD

Houston Health Department Deputy Assistant Director Marlene McNeese, MBA, and HHD Bureau of HIV/STI and Viral Hepatitis Prevention staffer Eliot Davis, LMSW, are assembling a report with updates on all EHE goals and activities. The aim is to present the report at the June Leadership Team meeting. In the meantime, the committee will gather information about the drawbacks of distributing condoms in Texas jails and prisons in order to understand both sides of the issue. Staff will provide a copy of the Prison Rape Elimination Act to the committee. FYI: Windham School District provides educational programs to students housed in correctional facilities across Texas. Some members suggested that the HHD website could provide more HIV prevention information about PEP and PrEP, as well as information about re-entry programs. Members also discussed sending PEP and PrEP information to therapists who work with those who have committed a sexual offense. **Next meeting: Noon, Tuesday, July 9, 2024**

Professional Health Care Engagement Workgroup, 04/29/24, Tori Williams, RWOoS

This workgroup met for the first time, and Josh Mica, Chair of the Houston Ryan White Planning Council, welcomed new co-chair, Evelyn Malone-Hicks, president of the Association of Nurses in AIDS Care, Houston Chapter. Together, they make a great team! (Thank you, Treat Committee Co-Chair Pete Rodriguez, for introducing Evelyn to the Houston EHE/Integrated Planning initiative.) After reviewing the workgroup goals, the group considered three proposed projects: (1) undertaking a series of videos to train case managers for the unhoused, mental health workers and those who work in shelters with individuals impacted by coercive violence; (2) training social workers and physicians, including physicians in private practice, in rural areas; and (3) educating front desk staff and other frontline workers how to create warm and knowledgeable relationships with clients living with HIV from the first visit. The members are to review the three projects and come to the next meeting with ideas and suggestions so that the group can select projects to implement in 2024. **Next meeting: 2 p.m., Monday, June 24, 2024. (Note unusual day and time.)**

Quality of Life and Social Determinants Committee

Steven Vargas, co-chair of the Research, Data, and Implementation Committee, and Josh Mica, Chair, Houston Ryan White Planning Council, recently agreed to co-chair this committee, which hasn't met since 2022. Soon, they will meet with Tori to plan next steps. In the meantime, the workgroups under the committee have been meeting and working on their goals and activities. **Next meeting: To be announced**

Racial and Social Justice Workgroup, 05/21/2024, Richon Ohafia, RWGA

After introductions, members reviewed agenda topics and participated in a presentation by Richon Ohafia, MPH, Ryan White Grant Administration, Health Equity Specialist, on definitions integral to racial and social justice. Discussions followed. Members are reviewing the AIDS United stigma index in preparation for the next meeting. Richon will provide a follow up presentation on Intersectionality at the July meeting. **Next meeting: 6 p.m., Tuesday, July 16, 2024—a hybrid meeting**

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Research, Data, and Implementation Committee,* 05/09/24, Aryana Butler, HHD

The committee did not meet in May so that members assigned to specific EHE/Integrated Planning committees and workgroups could attend these May meetings and present evaluation plans at their next Committee meeting. **Next meeting: 2 p.m., Thursday, July 11, 2024.**

Respond Committee, 05/22/24, Sha'Terra Johnson, TRG

The May meeting was postponed until Eliot Davis has an opportunity to give an update on all EHE goals and activities at the June Leadership Team meeting. His presentation will provide guidance to the committee on next steps. **Next meeting: 1 p.m., Wednesday, July 24, 2024**

Status-Neutral Systems and Diagnose Committee, 05/08/24, Cydney Clay, HHD

Members evaluated each goal and discussed who would be responsible for evaluating that organizations were meeting their goals. Revisited the use of one overall survey to prevent repetitive links and prevent confusion. Reviewed each activity and determined that certain activities pertaining to policy can be switched out with the Prevention and Policy Committee. Committee members also discussed potentially scheduling a joint meeting with the Prevention and Policy Committee. **Next Meeting: 3 p.m., Wednesday, July 10, 2024**

Treat, Education and Awareness Committee,* 05/10/24, Tori Williams, RWOoS

After reviewing projects that the five education workgroups are developing, the Treat Committee co-chairs suggested ways to pull some of the workgroups together to streamline the structure, increase membership on each workgroup and simplify the Joint Planning Body structure as a whole. Co-chairs each selected workgroups to join at the next meeting and to support personally. The committee also reviewed Goal 2D, which was identified as outdated, and requested that staff gather data on availability of free phones available to those who are unhoused. If most of the unhoused can get phones, Goal 2D can be eliminated. **Next Meeting Date: Noon, Friday, August 9, 2024**

Youth and College Workgroup,* 05/07/2024, Rod Avila, RWOoS

The workgroup welcomed three additional members who heard about the Youth Workgroup from the Latino HIV Task Force (Thank you, Gloria!). Underway are two initiatives. One will create a monthly program combining the efforts of three or four groups serving vulnerable young adults identified as formerly or currently unhoused, to develop a monthly, in-person (possibly hybrid) dinner and educational discussion meeting. The educational component will focus on HIV prevention and care, mental health, substance use, housing, employment and other topics. Twice a year, the group will be asked for input about designing medical and support services for youth. Decisions about food, presenters and more—particularly naming the program—will be made by a steering committee of elected consumers from each of the youth groups participating. In this way, the program will also teach leadership skills. A second initiative will develop a resource pamphlet for vulnerable young adults. **Next Meeting: 6 p.m., Tuesday, July 2, 2024**

* **Committee and Workgroup Changes:** The College Workgroup is merging with the Youth Workgroup under the name Youth and College Engagement Workgroup. The Education and Awareness Committee is merging with the Treat Committee under the name Treat, Education, and Awareness Committee. The Monitoring, Quality Assurance, and Evaluation Committee and the Research, Data, and Implementation Committee were merged previously.

Abbreviations: EHE, Ending the HIV Epidemic in the U.S. (a U.S. Department of Health and Human Services initiative)
HHD, Houston Health Department
HOPWA, Housing Opportunities for People with AIDS
PeP, post-exposure prophylaxis
PrEP, pre-exposure prophylaxis
RWGA, Ryan White Grant Administration
RWOoS, Ryan White Office of Support
TRG, The Houston Regional HIV Resource Group.

Service Category Title: Grant Administration – 2024 Project LEAP

Unit of Service Definition:

1 unit of service = 1 class hour of training to Project L.E.A.P. or Proyecto VIDA participants. No other costs may be billed to the contract issued for Project LEAP/Proyecto VIDA.

GOAL: Agency will increase the number and effectiveness of People Living With HIV (PLWH) and the affected community who can participate in organizations, councils and committees dealing with the allocation of public funds for HIV-related prevention and care services, through an effort known as “Project LEAP” (Learning, Empowerment, Advocacy and Participation) and Proyecto VIDA (**V**ivir, **I**nspirar, **D**efender, **A**prender). Enrollment should include 20 to 30 persons who are living with HIV. No more than 10 individuals are to be enrolled in the training program who are affected by HIV. The race, ethnicity and gender composition of the classes must reflect current local HIV prevalence data to the extent feasible. Agency will prioritize to enroll individuals from groups that are disproportionately affected by HIV disease, including youth and transgender persons living with HIV, in Project LEAP.

Project LEAP will increase the knowledge, participation and efficacy of PLWH and affected participants through a training program specifically developed to provide PLWH and affected persons with the knowledge and skills necessary to become active, informed, and empowered members of HIV planning bodies and other groups responsible for the assessment of HIV-related prevention and service needs in the Houston EMA/HSDA. The primary focus of training is to prepare participants to be productive members of local HIV planning bodies, with an emphasis on planning activities conducted under the auspices of the Houston Ryan White Planning Council (RWPC).

Except under unusual circumstances, such as severe weather or a public health emergency (for example an outbreak of the flu), each class provided during the term of this agreement will include graduation and at least:

- A. 44 contact hours of classroom training;
- B. 6 hours of participation in Ryan White Planning Council and/or Committee related activities; and
- C. 6 hours of participation in HIV-related community activities.

There will be no more than 3 classes at 56 hours per class. The Council-approved minimum outline for the training curriculum includes: HIV funding sources, general and specific operational procedures of HIV-related planning bodies, information regarding assessment of the needs of PLWH in the Houston EMA/HSDA, reviewing and evaluating proposals for HIV-related funding such as serving on an external review panel, presentation skills, knowledge related to accessing services, overview of HIV-related quality assurance (QA) processes and parliamentary procedure/meeting management skills.

Agency will provide reimbursement of eligible expenses to participants during the period of enrollment to reimburse these participants for out of pocket costs related to

their in-person classroom participation, limited to transportation, childcare, and meals. Agency agrees to provide Harris County Public Health (HCPH)/Ryan White Grant Administration (RWGA) and the Houston RWPC with written reports and project summaries as requested by Harris County and in a form acceptable to Harris County, regarding the progress and outcome of the project.

Agency will provide Harris County with a written report summarizing the activities accomplished during the term of the contract within thirty calendar days after the completion of the project. If completed with a noncontract agreement, written report must be submitted at the end, or before the end, of the project calendar year.

Objective 1: Agency will identify and provide training to at least 20 persons who are living with HIV and no more than 10 affected individuals in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA. The following training curriculum shall be provided:

1. Information on PrEP and the sources and purposes of HIV service funds in the Houston EMA/HSDA;
2. The structure, functions, policies and procedures of the Houston HIV Health Services Planning Council (Ryan White Planning Council/RWPC) and the Houston HIV Prevention Community Planning Group (CPG);
3. Specific training and skills building in needs assessments, parliamentary procedures and meeting management procedures, presentation skills, reviewing and evaluating proposals for HIV-related funding such as serving on an external review panel, accessing and utilizing support resources and role models, and competence in organizational participation and conduct; and
4. Specific training on HIV-related Standards of Care, quality assurance methods and HRSA service category definitions.

Objective 2: Agency will enhance the participation of the people living with HIV and affected persons in the decision-making process by the following documented activities:

1. Establishing realistic training schedule(s) which accommodate varying health situations of those selected participants;
2. Conducting a pre-training evaluation of participants to determine their knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area. Agency must incorporate responses from this pre-training evaluation in the final design of the course curriculum to ensure that, to the extent reasonably possible, the specific training needs of the selected participants are addressed in the curriculum;
3. Conducting a post-training evaluation to measure the change in participants knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area;

4. Providing reimbursement of allowable expenses to help defray costs of the individual's in-person participation, limited to transportation, child care, and meals; and
5. Providing both lecture and hands-on experiential class activities to enable participants to maximize opportunities for learning, except under unusual circumstances, such as severe weather or a public health emergency when hands-on activities are not feasible.

Objective 3: Agency will encourage cooperation and coordination among entities responsible for administering public funds for HIV-related services by:

1. Involving HCPH/RWGA, The Houston Regional HIV/AIDS Resource Group (TRG) and other administrative agencies for public HIV care and prevention funds in training activities;
2. Ensuring representatives from the RWPC, the Houston Community Planning Group (CPG) and Project LEAP alumni are members of the Project LEAP External Advisory Panel. The responsibility of the Project LEAP External Advisory Panel is to:
 - Assist in curriculum development;
 - Provide input into criteria for selecting Project LEAP participants;
 - Assist with the development of a recruitment strategy;
 - If the agency finds it difficult to find individuals that meet the criteria for participation in the Project, assist with student recruitment; and
 - Review the final report for the Project in order to highlight the successes and brainstorm/problem solve around issues identified in the report. The results of the review will be sent to the Ryan White Operations Committee and the next Advisory Panel.
3. Collaborating with the Project LEAP External Advisory Panel during the initial 60 days of the Contract term. The criteria developed and utilized will, to the maximum extent possible, ensure participants selected represent the groups most affected by HIV disease, consistent with current HIV epidemiological data in the Houston EMA/HSDA, including youth (ages 18-24) and transgender persons living with HIV.

Agency will provide RWGA with the attached matrix and chart 21 and 14 days before the first class and again the day after the first class demonstrating that the criteria established by the Project LEAP External Advisory Panel was met. The matrix must be approved by RWGA 14 days before the first class.

EXAMPLES

Recommended Project LEAP Class of 2024

Candidate	M	F	T	HIV+		Non- Aligned HIV+	W	B	H	Youth Age 18 - 19	Youth Age 20 - 24
1	X			X		X	X				
2		X		X				X		X	
3		X						X			X
4		X		X		X			X		X
5	X						X				
6	X			X		X		X			
7	X			X		X	X				
Totals	4	3		5		4	3	3	1	1	2

Race/Ethnicity	EMA HIV/AIDS prevalence as of 12/31/25*		PC Members as of 09/01/25		Non-Aligned Consumers on PC	
	No.	%	No.	%	No.	%
White, not Hispanic	5,605	26.85%	7	19.44%	4	25.00%
Black, not Hispanic	10,225	48.98%	19	52.78%	8	50.00%
Hispanic	4,712	22.57%	10	27.78%	4	25.00%
Other	333	01.60%	0	00.00%	0	0.00%
Total*	20,875	100%	36	100%	16	100%
Gender	Number	Percentage	No.	%	No.	%
Male	15,413	73.83%	21	58.33%	11	68.75%
Female	5,462	26.17%	15	41.67%	5	31.25%
Total*	20,875	100%	36	100%	16	100%

*Data are estimated cases adjusted for reporting delay. The sum total of estimates for each category may not match the EMA totals due to rounding.

DRAFT

2024 Project LEAP Student Selection Guidelines

The following guidelines will be used by the Office of Support to select students for the 2024 Project LEAP/Proyecto VIDA cohort. They are presented in order of priority:

1. As outlined in the 2024 Service Definition for Project LEAP/Proyecto VIDA:
 - a. The Office of Support shall enroll 20 to 30 persons who are living with HIV prior to the commencement of the training program. No more than 10 affected individuals are to be included in the training program. Preference will be given to non-aligned (non-conflicted) consumers of Ryan White HIV Program services in the Houston EMA and high risk applicants.
 - b. Selected students shall be representative of the demographics of current HIV prevalence in the Houston EMA, with particular attention to sex, race/ethnicity, and the special populations of young adults (age 18 - 24) and people who are transgender and/or gender non-conforming.
2. If the applicant is a prior LEAP/VIDA graduate, they may be selected for the 2024 cohort if they have not been appointed to the Planning Council following LEAP/VIDA participation and if space in the class is available.
3. Be available for the 2024 Project LEAP/Proyecto VIDA class schedules.
4. Have the ability to commit to Project LEAP/Proyecto VIDA expectations in regards to class participation, activities, and homework assignments.
5. Demonstrate an interest in planning HIV services in the Houston EMA. Students should have an understanding of the expected roles of Project LEAP/Proyecto VIDA graduates in local HIV prevention and care services planning.
6. Demonstrate an interest in volunteerism, advocacy, and other types of community involvement. If possible, have a history of past volunteerism, advocacy, and/or community involvement.
7. Demonstrated interpersonal skills consistent with successful participation in Project LEAP/Proyecto VIDA, such as ability/willingness to work in a team, effective communication skills, etc.