

Houston Area HIV Services Ryan White Planning Council
Office of Support
2223 West Loop South, Suite 240, Houston, Texas 77027
832 927-7926 telephone; 713 572-3740 fax
<http://rwpchouston.org>

Memorandum

To: Members, Affected Community Committee:
Tony Crawford, Co-Chair Ronnie Galley
Holly Renee McLean, Co-Chair Cecilia Ligons
Veronica Ardoin Rodney Mills
Rosalind Belcher Diane Morgan
Skeet Boyle Andrew Wilson
Cubby Crawford-Prado *Deborah Hurd*
Johnny Deal, Mentor *Veria Steptoe*

Members, Project LEAP Advisory Committee
Nkechi Onyewuenyi, Co-Chair Tana Pradia
Robert Sliepka, Co-Chair Steven Vargas
Johanna Castillo *Ashley Barnes*
Bobby Cruz *Josie Rodriguez*
Denis Kelly *Deborah Somoye*

Cc: Crystal R. Starr
Carin Martin
Mauricia Chatman

From: Tori Williams, Director, Ryan White Office of Support

Date: Monday, May 16, 2022

Re: Joint Affected Community and Project LEAP Advisory Committee Meeting Notice

Please note that there will be a joint meeting of the Affected Community and the Project LEAP Advisory Committees in May. Details are as follows:

**Affected Community Committee and the
Project LEAP Advisory Committee
12 noon, Monday, May 23, 2022**

Click on the following link to join the meeting:
<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

Please join us if you can and please contact Rod to RSVP, even if you cannot attend. She can be reached at: Rodriga.Avila@cjo.hctx.net or by telephone at 832 927-7926. We look forward to seeing you on Zoom!

Houston Area HIV Services Ryan White Planning Council

JOINT MEETING OF THE Affected Community Committee and the Project LEAP Advisory Committee 12 noon, Monday, May 23, 2022

Join us via Zoom, please do not come to the office in person.

<https://us02web.zoom.us/j/81032740414?pwd=V1hTMnltaklDanBDNU9XYkVkdllITZz09>

Meeting ID: 810 3274 0414

Passcode: 125162

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

AGENDA

- | | |
|---|---|
| <p>I. Call to Order</p> <p>A. Welcome</p> <p>B. Announce who will be chairing the meeting</p> <p>C. Moment of Reflection</p> <p>D. Adoption of the Agenda</p> <p>E. Approve the Minutes</p> | <p>Tony Crawford and
Holly R. McLean, Co-Chairs</p> |
| <p>II. Public Comment</p> <p>(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.)</p> | |
| <p>III. 2021 Project LEAP</p> <p>A. Evaluation</p> <p>B. Budget</p> | <p>Robert Sliepka and
Nkechi Onyewuenyi,
Co-Chairs
Mackenzie Hudson
Tori Williams</p> |
| <p>IV. 2022 Project LEAP</p> <p>A. Role of the Advisory Committee</p> <p>B. 2022 Class Timeline: July – Nov.</p> <p>C. 2022 Proyecto VIDA Timeline: June – Sept</p> <p>D. 2022 Project LEAP Service Definition</p> | <p>Tori Williams</p> |
| <p>V. 2022 Project LEAP Student Recruitment</p> <p>A. Student Selection Criteria</p> <p>B. Recruitment Strategies & Contests</p> <p>C. Application Forms</p> | <p>Tori Williams</p> |
| <p>VI. Announcements</p> <p>VII. Adjourn</p> | |

Project LEAP 2022

ADVISORY COMMITTEE

Membership: Members of the Project LEAP Advisory Committee will include members of the Ryan White Planning Council, Houston Prevention Planning Group (CPG) and Project LEAP alumni.

Purpose: The Committee is responsible for:

- Assisting in curriculum development.
- Providing input into criteria for selecting Project LEAP participants.
- Helping 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, assisting with student recruitment.
- Reviewing 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.

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

1:30 pm, Monday, February 21, 2022

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Tony Crawford, Co-Chair	Diane Morgan	Mauricia Chatman, RWGA
Holly Renee McLean, Co-Chair	Cubby Crawford-Prado	
Veronica Ardoin	<i>Veria Steptoe, excused</i>	
Rosalind Belcher	Andrew Wilson	<i>Office of Support</i>
Ardry "Skeet" Boyle		Tori Williams, Director
Johnny Deal, Mentor		Rod Avila, Assistant Coordinator
Ronnie Galley		
Cecilia Ligons		
Rodney Mills		
<i>Deborah Hurd</i>		

Call to Order: Holly McLean called the meeting to order at 1:37 p.m. McLean invited committee members to introduce themselves, and then asked for a moment of reflection

Adoption of the Agenda: Motion #1: *it was moved and seconded (Ligons, Deal) to adopt the agenda with the following addition: under New Business, item F. Access to Medication. Motion carried unanimously.*

Approval of the Minutes: Motion #2: *it was moved and seconded (Deal, Boyle) to approve the November 15, 2021 minutes. Motion carried.* Abstentions: Ligons, Belcher, Hurd, Ardoin, Mills.

Nuts and Bolts, Conflict of Interests, Petty Cash: Williams reviewed the attached documents: Nuts and Bolts for New Members, Conflict of Interest, and a memorandum regarding End of Year Petty Cash Procedures.

Open Meetings Act Training: Williams explained that all members are required to view the 60-minute Texas Open Meetings Act video. This is a once in a lifetime requirement, so most members have already turned in the required certificate.

2022 Monthly Meeting Date and Time: Committee members discussed the start time of the committee times. **Motion #3:** *it was moved and seconded (Deal, Ligons) to update meeting time and date to 12 noon on the second Monday after Council meets. Motion carried unanimously*

Public Comment: None.

New Business

Purpose of the Council, Public Hearings & Health Fairs: Committee members reviewed and took

turns reading aloud: *Purpose of the Council, Public Hearings, and Health Fairs*; see attached power point slides

Purpose of Committee: Committee members reviewed and took turns reading aloud from the attached document which gives a description of the roles and responsibilities of the Affected Community Committee.

2022 Committee Projects, Committee Meeting Dates and the 2022 Critical Timeline: Williams reviewed the attached list of committee meeting dates and the *Timeline of Critical 2022 Council Activities*. Since agencies are not hosting health fairs and other events because of COVID-19, Williams encouraged committee members to use their time in 2022 to participate in workgroups and discussions such as the racial justice trainings, Quality of Life workgroup meetings, and the How To Best Meet the Need process. The Office of Support will send email reminders with instructions on how to sign up.

Adopt 2022 Committee Goals: Motion #4: *it was moved and seconded (Boyle, Galley) to accept the 2022 committee goals. Motion carried unanimously.*

Access to Medications and Delivery: Committee members stated that there continue to be delays on the State level in getting consumers their medication in a timely fashion. Local providers do not seem to understand that they are to use Part A Emergency Assistance funds to fill the gap. Williams encouraged members to document the issues and contact the consumer complaint line so that they can help resolve these issues.

Old Business

Elect a Committee Vice Chair: *Johnny Deal was elected by acclamation as the 2022 Committee Vice Chair.*

Announcements: The committee agreed that they would not meet in March or April in order to attend the March Joint meeting with the Quality Improvement Committee; the March, April and May Quality of Life workgroup meetings; and as many How To Best Meet the Need Workgroup meetings as possible so that all workgroup meetings are focused on the needs of consumers.

Adjourn: Motion #6: *it was moved and seconded (Boyle, Galley) to adjourn the meeting at 2:50p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Service Category Title: Grant Administration – 2021 Project LEAP

Unit of Service Definition:

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

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). 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 2 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, organizational case studies and mentoring, 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 curriculum development and 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 2021

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.



2021 Project LEAP Recruitment

Status	Date	Location/Event	Recruiter
AGENCIES			
		AIDS Healthcare Foundation/Out of the Closet	Tori → Matilda
		Avenue 360	Tori → Denis
		Harris Health/TSHC	Tana
		Legacy (California)	Tana, Deborah
		Montrose Center	Crystal
		St. Hope Foundation	Tana (Greenspoint), Crystal (Bellaire, will email to Herman for distribution)
		Bee Busy	Josie
		AAMA	Steven
		Accesshealth/Ft. Bend	Diane
		AFH & Housing Complexes	Tori → Johnny
		Baylor Teen Clinics	Diane
		Bering support group, church, dental clinic, day treatment	Allen
		Blast Fax	Diane
		A Caring Safe Place/Lydia's Place	
		Catholic Charities	Tori → Carol
		Central Care	
		Change Happens!	Deborah
		HATCH	Crystal
		HAWC	Tori → Nike
		Living Without Limits	NOT CURRENTLY MEETING
		Lord of the Streets	NOT CURRENTLY PROVIDING SERVICES
		RMCC	Tori
		San Jacinto Apartments	Josie
		Santa Maria Hostel	Diane
		St. John's Downtown/Bread of Life	Skeet
		SEARCH	Crystal will check if open
		Tony's Place	Josie
		The Women's Home	Tana
GROUPS			
		2005 - 2020 LEAP Graduates	Diane
		AA State of Emergency Task Force	Tori → Sha'Terra
		Adolescent Trial Network	Tori → Moreniké
		FIMR	
		Ft. Bend Coalition	Tori → Sha'Terra
		HCV Task Force	Tori → Steven
		Heterosexual Peer Group	Tori → Cecilia
		HIV & Aging Coalition	NOT CURRENTLY MEETING
		HIV Prevention Contractors	Tori → HHD
		HOPWA All-Providers	Tori → Melody
		Houston Medical Monitoring Project	Tori → Osaro
		IMPAACT CAB	Tori → Moreniké

Status	Date	Location/Event	Recruiter
GROUPS <i>continued</i>			
		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 Brothers	
		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 (April 2021)	Diane
		Youth Task Force	Tori → Gloria
		United Way Interagency Meeting	NOT CURRENTLY MEETING
		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
		Craigslist	Diane
		DSHS Insider	Tori
		Idealist	Tori
		Posse (largest HIV+ meetup grp in Houston)	Allen → Denis
		Project LEAP Alumni FB Page	Diane
		Texas HIV Coalition FB Page	Diane
SPECIAL EVENTS			
		AIDS Walk	NOT APPLICABLE
		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
		Grocery Stores	All
		Post Offices	All
		Houston Community College	Crystal
		Joseph Gathe, MD office	Cecilia
		Grace Place	Crystal
		Green Grove MBC	
		Greater New Hope Baptist Church	

Status	Date	Location/Event	Recruiter
OTHER <i>continued</i>			
		Houston Public Library	They told Tracy NO, Ms. Dee told NO
		Lone Star College	
		Kindred & Plymouth Church	Tori → Amber re church list
		Radio PSA	NOT APPLICABLE
		Rice University	Tori → Bobby
		St. Joseph downtown	Tori
		St. Thomas	Tori → Bobby
		San Jacinto College	Allen
		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 → Tom Lindstrom
		Wheeler Ave Church	NOT CURRENTLY MEETING
		Dr. Crofoot	Tori → Maggie
		Dr. Schrader	Tori
		U.T. Physicians - Fannin	
		U.T. Physicians - Bellaire	Tori → Bobby
		Dr. Gary Brewton	Tori
		Baylor Clinic	Allen
		Dr. Arya Mouisha	Tori → Dr. Patel

DRAFT

2021 Project LEAP Student Selection Guidelines

The following guidelines will be used by the Office of Support to select students for the 2021 Project LEAP cohort. They are presented in order of priority:

1. As outlined in the 2021 Service Definition for Project LEAP:
 - 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 graduate, they may be selected for the 2021 cohort if they have not been appointed to the Planning Council following LEAP participation and if space in the class is available.
3. Be available for the 2021 Project LEAP class schedule.
4. Have the ability to commit to Project LEAP 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 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, such as ability/willingness to work in a team, effective communication skills, etc.

Internal use only:
Date received: _____
Date of interview: _____
Selected: Yes No

**Houston Area HIV Services Ryan White Planning Council
Office of Support**

2223 West Loop South, Suite 240; Houston, Texas 77027
Phone 832-927-7926 ♦ Fax 713-572-3740 ♦ www.rwpchouston.org

APPLICATION FOR PROJECT LEAP CLASS OF 2022

APPLICANT INFORMATION:

DATE: _____

FIRST NAME: _____ NICKNAME: _____ LASTNAME: _____

ADDRESS: _____ APT/UNIT #: _____

CITY: _____ STATE: TX ZIP: _____

PHONE: _____ CELL: _____ EMAIL: _____

If applicable: EMPLOYER: _____

POSITION/TITLE: _____

PHONE: _____ EMAIL: _____ Can we contact you at work? No Yes

PREFERRED COMMUNICATION: Home phone Cell phone Home email Work phone Work email

• Have you ever been in Project LEAP? No Yes, but did not graduate Yes, graduated. Year: _____*

*If you graduated, were you appointed to the Ryan White Planning Council? No Yes I don't know

EMERGENCY CONTACT:

NAME: _____ RELATIONSHIP TO YOU: _____

PHONE: _____ EMAIL: _____

DEMOGRAPHIC INFORMATION:

THE PROJECT LEAP SERVICE DEFINITION REQUIRES THE COLLECTION OF CERTAIN DEMOGRAPHIC INFORMATION ABOUT ALL APPLICANTS. THIS INFORMATION WILL NOT BE USED FOR ANY OTHER PURPOSE THAN FOR THE SELECTION OF PROJECT LEAP PARTICIPANTS.

Please check one box for each item below:

Gender: Male Female Transgender/Gender Non-Conforming

Race/Ethnicity: White/non-Hispanic Black/non-Hispanic Hispanic/Latino
 Asian American Pacific Islander American Indian/Alaskan Native Other

Age: Under 18 18 – 24 25 – 34 35 – 44 45 – 49 50+

THE PROJECT LEAP SERVICE DEFINITION REQUIRES THE HIV STATUS OF APPLICANTS BE DOCUMENTED BY THE OFFICE OF SUPPORT. YOU WILL BE ASKED YOUR HIV STATUS DURING THE APPLICATION INTERVIEW. THIS INFORMATION WILL NOT BE USED FOR ANY OTHER PURPOSE THAN FOR THE SELECTION OF PROJECT LEAP PARTICIPANTS. YOU MAY DECLINE TO PROVIDE THIS INFORMATION.

HOW DID YOU HEAR ABOUT PROJECT LEAP? *Please check all that apply.*

- Name of person who referred you (optional): _____
- Case manager/social worker Educator/outreach worker Email distribution list Facebook/other social media
- Friend/family member Flyer Former LEAP student Health fair/event Media (e.g., magazine, newspaper)
- Planning Council or CPG *member* Planning Council or CPG *staff* Other: _____
- At an agency, please specify: _____

APPLICATION QUESTIONS:

PLEASE KNOW THAT PROJECT LEAP APPLICATIONS ARE CONSIDERED PUBLIC DOCUMENTS. THEREFORE, ANY INFORMATION YOU PROVIDE BELOW INCLUDING HIV STATUS OR OTHER HEALTH OR PERSONAL INFORMATION COULD BE VIEWED BY MEMBERS OF THE PUBLIC UPON REQUEST.

1. **Please tell us about yourself including any experience you have working or volunteering in the HIV community in Houston or other areas.**

2. **Why do you want to be in Project LEAP?**

3. **Project LEAP meets weekly for 17 weeks for 4 hours each week from July through November 2022. Are you able to attend the Project LEAP class schedule?** Yes No

Please return your completed application form to:
Ryan White Planning Council Office of Support
2223 West Loop South, Suite 240; Houston, TX 77027
Fax: 713-572-3740 Email: Diane.Beck@cjo.hctx.net

Applications are due by 5:00 pm on Friday, July 8, 2022. If you wish to apply after July 8th, please call the Office of Support: 832 927-7926.

An in-person (virtual) interview with Office of Support staff is required. Interviews will be scheduled as applications are received. Applicants will be notified if they have been accepted into the class or not by Friday, July 15, 2022.



Project LEAP 2022

Project LEAP has allowed me the chance to stop standing on the sideline of the HIV/AIDS field, now I can start being an actual player.

~ Project LEAP Graduate

Project L.E.A.P....Learning, Empowerment, Advocacy, and Participation

~

What is Project LEAP?

A free 17-week training course for individuals living with or affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area. Topics covered include HIV 101, a history of HIV in the Houston area, local HIV trends, services for people living with HIV and much, much more!

When Does it Meet?

Wednesdays from July - November (on Zoom)

Students may join ONE of two classes:

Option 1: Day class: 10:00 am – 2:00 pm

Option 2: Evening class: 5:30 – 9:30 pm

How To Apply?



A brief written application and interview are required. To receive an application, please contact the Ryan White Planning Council Office of Support: 832 927-7926

Or, you can apply online at

www.surveymonkey.com/r/P-LEAP2022

Deadline to Apply:

Applications must be received by 5pm on Friday, July 8, 2022. If you wish to apply after July 8th, please call the Office of Support: 832 927-7926.

If you have questions about Project LEAP or the application process, please contact:

Diane Beck, Office of Support at 832 927-7926, Diane.Beck@cjo.hctx.net or www.rwpchouston.org