



# Ryan White HIV/AIDS Program Implementation for HIV Clinical Quality Improvement HRSA-24-072

Pre-Application Technical Assistance Webinar  
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Vision: Healthy Communities, Healthy People



# Agenda

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- HIV/AIDS Bureau Vision and Mission
- Purpose of Funding Opportunity
- Award Information
- Eligibility
- Application and Submission Information
- Application Review Information
- Application Submission Tips
- Question and Answer



# Acronyms

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- AOR - Authorized Organizational Representative
- CQM – Clinical Quality Management
- DUNS – Data Universal Numbering System
- EHB – Electronic Handbooks
- EHR – Electronic Health Records
- HAB – HIV/AIDS Bureau
- HRSA – Health Resources and Services Administration
- GMS – Grants Management Specialist
- MIS – Management Information System
- NOFO – Notice of Funding Opportunity (formerly FOA)
- PO – Project Officer
- QI – Quality Improvement
- RWHAP – Ryan White HIV/AIDS Program
- SAM – System for Award Management



# Objectives

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- To discuss the Ryan White HIV/AIDS Program Implementation for HIV Clinical Quality Improvement (HRSA-24-072)
- Provide pre-application technical assistance (TA) to potential applicants
- Answer questions related to the NOFO



# HRSA HAB Vision and Mission

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## Vision

Optimal HIV care and treatment for all to end the HIV epidemic in the U.S.

## Mission

Provide leadership and resources to advance HIV care and treatment to improve health outcomes and reduce health disparities for people with HIV and affected communities.



# Background

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The RWHAP Implementation for HIV Clinical Quality Improvement is authorized by Sections 2606 (42 U.S.C. §300ff-16) and 2654(b) (42 U.S.C. §300ff-54(b)) of the Public Health Services Act. According to the law and Policy Clarification Notice 15-02, RWHAP recipients in Parts A through D are required to establish requirements for CQM to:

- Assess the extent to which HIV health services provided to patients under the grant are consistent with the most recent U.S. Department of Health and Human Services (HHS) Clinical Guidelines for the treatment of HIV disease and related opportunistic infections; and
- Develop strategies for ensuring that such services are consistent with the guidelines for improvement in the access to, and quality of HIV services.

*Please refer to pages 2 to 5 of the NOFO*



# Pre-Application Technical Assistance

Ryan White HIV/AIDS Program Implementation for HIV Clinical Quality Improvement  
HRSA-24-072



# Purpose

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The purpose of this funding is to provide RWHAP Part A through D recipients with training and technical assistance (T/TA) to implement QI methodologies and concepts with an emphasis on skills development and implementing sustainable QI activities for RWHAP Part A through D recipients with little or no experience in QI. This cooperative agreement will address the QI component of CQM.

*Please refer to page 1 of the NOFO*





# Important Notes

- Application due date in [www.grants.gov](http://www.grants.gov): **January 23, 2024, 11:59 p.m. EST**
- HRSA NOFO template – please follow the specific headers in each section.
- The SF-424 Application Guide is available at:  
<https://www.hrsa.gov/sites/default/files/hrsa/grants/apply/applicationguide/sf-424-app-guide.pdf>
- The total size of all uploaded files included in the page limit may not exceed the equivalent of **40 pages** when printed by HRSA. The page limit includes project and budget narratives, attachments, and letters of commitment and support required in the Application Guide and this NOFO.

Please refer to page 8 of the NOFO



# Summary of Funding

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- Award Type: Cooperative Agreement
- Approximately \$1,750,000 is available to fund one applicant
- Applicants may request funding amounts up to \$1,750,000 for each year of the project period (July 1, 2024 through June 30, 2028).
- Requests exceeding this amount will be deemed nonresponsive and will not be considered.

*Please refer to page 6 of the NOFO*



# Eligibility Information

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- Eligible applicants include public and nonprofit private entities involved in addressing HIV/AIDS related issues at the regional or national level; state and local governments; academic institutions; local health departments; nonprofit hospitals and outpatient clinics; community-based organizations; and Indian Tribes or tribal organizations.
- Foreign entities are not eligible to apply.
- Cost sharing/matching is not required.

*Please refer to page 7 of the NOFO*



# Cooperative Agreement Recipient Responsibilities

Section II.1. of the NOFO outlines what HRSA program involvement will be and what the cooperative agreement recipient's responsibilities will be.

In collaboration with HRSA, the funded entity will:

- Offer quality improvement T/TA directly related to QI methodologies, tools, and techniques
- Evaluate the use and useability of the T/TA using scientifically accepted methodologies
- Assess the efficiency and effectiveness of implementing QI activities based on methodologies, tools, and techniques learned through T/TA

**The list of recipient responsibilities is a core element of the NOFO and will be addressed through the application narrative.**

*Please refer to pages 9 to 10 of the NOFO*



# Cooperative Agreement Recipient Responsibilities (cont'd)

- Use HRSA-developed performance measures or HRSA-approved performance measures, to ensure alignment with current Department of Health and Human Services Clinical Guidelines.
- Ensure that training content is specifically relevant to the RWHAP Parts A through D recipient and subrecipients when designing and implementing T/TA.
- Participate in the National Ryan White Conference on HIV Care and Treatment by submitting abstracts for presentations and disseminating information relevant to the audience.
- Post and disseminate all quality improvement T/TA information, materials and products, findings, best practices, and lessons learned to national and local audiences on the TargetHIV website.
- Provide information related to project activities to HRSA upon request.

**The list of recipient responsibilities is a core element of the NOFO and will be addressed throughout the application narrative.**



*Please refer to pages 9 to 10 of the NOFO*



# Application and Submission Information

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## Two Components of the NOFO:

- 1) HRSA-24-072, Ryan White HIV/AIDS Program Implementation for HIV Clinical Quality Improvement focuses on the program-specific content, including goals, expectations, and requirements of the program.
  
- 2) HRSA's General Instructions
  - ✓ [SF 424 Application Guide](#) (“Application Guide”)
  - ✓ Links are found throughout the NOFO



# Application Package

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Applicants must include the following:

- **SF-424 Application for Federal Assistance**
- **Project Abstract**
- Project/Performance Site Location Form
- **Project Narrative (uploaded to the Project Narrative Attachment Form)**
- **SF-424A Budget**
- **Budget Narrative (uploaded to the Budget Narrative Attachment Form)**
- **Attachments (Section IV 2. v. of NOFO)**
- Grants.gov Lobbying Form
- SF-424B Assurances
- Key Contacts



# Project Abstract

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Use the Standard OMB-approved Project Abstract Summary Form 2.0 that is included in the workspace application package.

Do not upload the abstract as an attachment.

For information content required in the Project Abstract Summary Form, see Section 4.1.ix of HRSA's SF-424 Application Guide.

*See page 10 in the NOFO and 35 in the SF424 Application Guide*





# Project Narrative

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## Sections:

- Introduction
- Organizational Information
- Needs
- Approach
- Work Plan
- Resolution of Challenges
- Evaluation and Technical Support Capacity
- Budget Narrative

*Please refer to pages 10 to 17 in the NOFO*



# Project Narrative – Introduction

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This introduction section should briefly describe your qualifications and briefly summarize how you are proposing to address the responsibilities outlined in Section II.1. of this NOFO.

Briefly describe the purpose of the proposed project. Describe the overall approach for designing and implementing T/TA to address the needs of RWHAP Part A through D recipients. Include a discussion that show expert understanding of the issues related to the activities included in this NOFO among the applicant’s internal and consulting staff, as well as any partner organizations.

*Please refer to page 11 in the NOFO*



# Project Narrative – Organizational Information

In this section, you will:

- Provide information on your organization’s current mission, structure, and scope of current activities, and an organizational chart (Attachment 5), and describe how these elements all contribute to the organization’s ability to implement the program requirements and meet program expectations.
- Emphasize experience and expertise as outlined in the NOFO.
- Include as Attachment 4 any relevant letters of agreement or contract documents exhibiting partner commitment to the project.

*Please refer to page 11 of the NOFO*



# Project Narrative – Organizational Information (cont'd)

Provide information on your organization's ability and capacity to, and experience in achieving the purpose of the project.

Describe specific organizational capabilities, resources, years of experience, and staffing that will contribute to successfully implementing the proposed activity related to working with RWHAP Part A through D recipients.

In this section, you will provide:

- Attachment 2: Staffing plan that describes the roles and responsibilities for each person contributing to the project and job descriptions.
- Attachment 3: Biographical sketches for key project personnel. Include biographical sketches for persons occupying the key positions described in Attachment 2.

*Please refer to page 11 of the NOFO*



# Project Narrative – Needs

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The purpose of this section is to outline the quality improvement needs specific to RWHAP recipients. Describe how you identified the needs of RWHAP recipients including the information gathering methods used.

- Use and cite data whenever possible to support the information provided.
- Reference your relevant work, as appropriate.

*Please refer to pages 11 to 12 in the NOFO*



# Project Narrative – Approach

Propose methods that will be used to address the stated needs and that meet each of the recipient responsibilities described in Section II.1. of this NOFO. Discuss why the approach chosen is appropriate for this project.

- The approach should include the development of effective tools, strategies for collaboration, and technical assistance modalities, and how the utilization of the tools, strategies and technical assistance modalities will meet the goals of the cooperative agreement.
- Highlight any innovative methods.
- Include a plan to disseminate reports, products, and/or project outputs so project information is provided to RWHAP recipients.

*Please refer to pages 12 to 14 of the NOFO*



# Project Narrative – Approach (cont'd)

**New and Innovative Training** focused on quality improvement methodologies, tools, and techniques. Specifically identify content that is already developed and content that will be newly developed.

- a) Content: Identify the content, skills to be developed, and level of content (beginner, intermediate, or advanced) with an emphasis for **RWHAP Parts A through D recipients with little or no experience in quality improvement**. Identify content that is already developed and content that will be newly developed.
- b) Quantity: Identify the number of offerings annually, number of training participants, and the target audience.
- c) Logistics: Describe the training modality (in-person vs virtual trainings), duration of training, pre and post training support, and the quality and availability of facilities.
- d) Recruitment: Describe how you will reach and engage the training participants; describe the application and approval process; identify strategies to assure the participant has adequate knowledge and skills prior to participating in intermediate and advance trainings.
- e) Accessibility: Describe how you will ensure the training materials are section 508 compliant, error free, and available on TargetHIV; describe how you will make accommodations for participants who need accommodations to participate.

*Please refer to pages 12 to 14 of the NOFO*



# Project Narrative – Approach (cont'd)

**Development and Dissemination of Quality Improvement Tools and Guides:** Develop and disseminate tools and guides related to facilitating and coaching quality improvement teams with an emphasis on RWHAP Parts A through D recipients with little or no experience in quality improvement.

- a) **Content:** Describe the purpose and content of tools or guides to be developed, describe the gap in knowledge or skill the guide will address.
- b) **Format:** Describe the format of the tool or guide.
- c) **Audience:** Ensure content of tools or guides is aimed at RWHAP recipients, subrecipients, and providers, and people with HIV.
- d) **Dissemination:** Describe the marketing of the tools and guides, describe how the tools and guides will be shared.
- e) **Usefulness and Sustainability:** Describe the strength and usefulness of the proposed tools/products/resources and the extent to which these will be applicable and useable for continued use after the end of this project.

*Please refer to pages 12 to 14 of the NOFO*





# Project Narrative – Approach (cont'd)

**Targeted, Time-limited TA:** TA must be less than six months in duration. TA must focus on the resolution of challenges and specific needs as identified by the recipient (also called TA objectives). RWHAP Parts A-D recipients submit TA requests via TargetHIV. HRSA HAB will triage TA requests focused on quality improvement to the recipient of this cooperative agreement. During the triage, HRSA HAB will host an intake session with the recipient to better understand their needs.

- a) **Format:** Describe the communication and interaction methods to deliver TA.
- b) **Tracking:** Describe the mechanism to track receipt of TA, staff assigned to deliver the TA, amount of time spent resolving the TA objectives, key dates associated with the TA, management of TA assigned across staff, and impact of the TA provided.
- c) **Communication:** Describe the method to share updates with staff regarding information from HRSA relevant to TA and describe frequency of updates and trends from TA caseload to HRSA project officer.

*Please refer to pages 12 to 14 of the NOFO*



# Project Narrative – Approach (cont'd)

**Learning Collaboratives:** Recipient will develop and implement two quality improvement learning collaboratives, one focused on RWHAP AIDS Drug Assistance Program recipients and one focused on bringing people with HIV who are not in HIV medical care or have never been in HIV medical care, into care.

- a) **Framework and components:** Describe how the Institute for Healthcare Improvement (IHI) collaborative model for the learning collaborative framework will be used or adjusted. Describe the development, implementation, and monitoring.
- b) **Metrics:** Describe the performance measures used and the method and frequency of performance measure data collection, analysis, and dissemination.
- c) **Format:** Describe the methods for sharing information and convening meetings and activities.
- d) **Engagement and retention of participants:** Describe the methods used to promote and sustain engagement of the quality improvement team in learning collaborative activities.
- e) **Engagement and participation of HRSA Project Officers:** Describe the proposed methods to engage the HRSA project officer and designated staff.
- f) **Development and dissemination of resources:** Describe how resources (e.g., tools and manuals) will be developed and shared to audiences beyond the participants of each collaborative.

*Please refer to pages 12 to 14 of the NOFO*



# Project Narrative – Work Plan

Provide a work plan in a table format and a corresponding work plan narrative.

- For the work plan, include each project activity, action steps, intended target population, measurable outcome, target end dates and the person(s) responsible for each step.
- The work plan should relate to the needs previously identified in the needs assessment section.
- The work plan must include goals, objectives, and outcomes that are SMART (specific, measurable, achievable, realistic, and time measurable).
- Include appropriate milestones (e.g., a significant or important event in the project period) and any products to be developed.
- The work plan must be broken out by year and include four years of work plans to cover goals, objectives, and action steps proposed for the entire four-year project period.
- Include the work plan as **Attachment 1**.

*Please refer to page 14 of the NOFO*



# Project Narrative - Work Plan (cont'd)

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Your work plan should include objectives and key action steps that are:

**S**PECIFIC

**M**EASURABLE

**A**CHIEVABLE

**R**EALISTIC &

**T**IME FRAMED!

# Sample Work Plan

**Problem Statement: Only 60% of PWH on antiretroviral therapy achieved viral load suppression in 2014.**

Goal: Improve the percent of PWH on ART with viral load suppression to 65% in calendar year 2015 and 75% in 2016.

Objective	Key Action Steps	Completion Date	Evaluation Method	Performance Level
Designated clinic staff to complete treatment adherence training.	RN, Pharmacists, medical treatment management will undergo adherence training.	Month/Year	Track # of persons who complete the adherence training quarterly.	95% of designated staff will be trained by month 6.
	Revise the clinic schedule and room assignments	Month/Year	Track # of appointment slots for treatment adherence.  Track # of PWH attending treatment adherence appointments.	Increase # of treatment adherence slots by 50%.  Increase # of kept adherence appointments by 25%.
			HAB Viral Load suppression indicator.	Increase VL suppression to 65% in 2015%



# Project Narrative – Resolution of Challenges

Discuss challenges that you are likely to encounter in designing, implementing, and evaluating the activities described in the work plan and describe realistic and appropriate approaches that you will use to resolve such challenges.

- Describe the proposal to understand the challenges likely to be encountered in designing and implementing the activities described in the need and work plan sections of the narrative.
- Describe the feasibility of the activities/approaches/methodologies for identifying, addressing, and resolving these challenges.

*Please refer to page 15 of the NOFO*



# Project Narrative – Evaluation and Technical Support Capacity

This section includes descriptions of the following:

- The plan for the program to evaluate activities described in the work plan.
- The data collection strategy and the scientifically accepted methodologies that will be used to collect, analyze, and track the evaluation activities.
- The proposed plan to assess the extent to which the project has met its objectives and if the results can be attributed to the project activities.
- How evaluation results will be used to improve the impact of T/TA and the development of quality improvement tools and interventions.
- The capacity and expertise in coordinating, facilitating and implementing at least two learning collaboratives using the IHI Framework.

*Please refer to pages 15 to 16 of the NOFO*



# Project Narrative – Evaluation and Technical Support Capacity (cont'd)

The proposed staff's ability, experience, and expertise in:

- Developing and implementing CQM programs, especially quality improvement, and corresponding activities.
- Developing, implementing, and monitoring quality improvement T/TA.
- Understanding of RWHAP statute, RWHAP Parts A through D structures, and HRSA HAB PCN 15-02.
- Applying clinical knowledge and quality improvement expertise as it relates to this cooperative agreement.
- Administering fiscal and programmatic knowledge of, expertise of, and authority to manage the program and to serve as the contact person for HRSA staff.
- Exercising knowledge and expertise in conducting evaluations of qualitative and quantitative measures, to be used concurrently with the development of quality improvement T/TA activities to assure impact is measured.
- Working with local and state health departments, clinicians, community-based organizations, health centers, and advisory and planning groups.

*Please refer to pages 15 to 16 of the NOFO*





# Sample Staffing Plan

Name	Education/ Credentials	Title	Project Role	Experience
Mrs. Doe	MPH	Program Coordinator	Oversight of RWHAP award and project implementation	5 years as program coordinator, previously was Data/CQM Manager for same entity
Dr. Jones	MD	Medical Director	Oversight of clinic staff, SOPs and CQI projects	15 years providing HIV primary care
Ms. Kona	Assoc Degree	CQM Coordinator, Retention Specialist	Oversight of CQM Activities	4 years working in HIV clinic scheduling appointments, making referrals, medical data entry
Mr. Lewis	MSW	Medical Case Manager	Treatment adherence training	3 years providing HIV medical case management



# Budget Requirements

Budget information consists of three parts:

1. SF-424A Budget Information for Non-Construction Programs (included in the application package)
2. Program-specific line-item budget
3. Budget justification narrative

*Please note that after using columns (1) through (4) of the SF-424A Section B for a four-year period of performance, you will need to submit the budget for the 4th year as an attachment. Use the SF-424A Section B, which does not count in the page limit: however, any related budget narrative does count.*

*See pages 16 to 17 in the NOFO, and pages 18 to 31 in the SF-424 Application Guide*



# Budget Requirements: SF-424A

[View Burden Statement](#)

## BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 01/31/2019

### SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						



# Budget Requirements: SF-424A (cont'd)

## SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Program Income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>



# Budget Requirements: SF-424A (cont'd)

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.		\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					



# Additional Budget Information

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In addition to the information in the SF-424A, you must:

- Submit a program specific line-item budget as **Attachment 6**
- Budget travel costs for appropriate staff

*Please refer to pages 16 thru 17 of the NOFO*



# Salary Limitation

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The Consolidated Appropriations Act, 2023 (P.L. 117-328), Division H, § 202, states, “None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.” Please see Section 4.1.iv Budget – Salary Limitation of HRSA’s SF-424 Application Guide for additional information.

- As a reminder, RWHAP funds and program income generated by RWHAP awards may not be used to pay salaries in excess of the rate limitation.



# Salary Rate Limitation Example

- Individual's full-time salary: \$255,000.

50% of time will be devoted to the project	
Direct salary	\$127,500
Fringe (25% of salary)	\$31,875
Total amount	\$159,375

- Amount that may be claimed on the federal RWHAP award due to the legislative salary limitation:
  - Individual's base full time salary *adjusted* to Executive Level II: \$212,100

50% of time will be devoted to the project	
Direct salary	\$103,050
Fringe (25% of salary)	\$26,125
Total amount	\$132,562





# Budget Narrative

- Follow the instructions in the NOFO and Section 4.1.v.of HRSA's SF-424 Application Guide.
- The budget narrative should:
  - Clearly explain the amounts requested for each line in the budget.
  - Be concise and provide a justification that specifically describes how each item will support the achievement of proposed objectives.
  - Not be used to expand the project narrative.

*Please refer to pages 17 of the NOFO and pages 29 thru 31 in the Application Guide*



# Funding Restrictions

In addition to the general restrictions included in Section 4.1.iv of the [SF-424 Application Guide](#), funds may not be used for the following:

- Provision of direct health care or supportive services,
- To develop materials designed to promote or encourage, directly, intravenous drug use or sexual activity, whether homosexual or heterosexual,
- PrEP or Post-Exposure Prophylaxis (nPEP) medications or the related medical services. (Please note that RWHAP recipients and subrecipients may provide prevention counseling and information to eligible clients' partners - see the [November 16, 2021 RWHAP and PrEP program letter](#))

*See pages 20 to 21 in the NOFO, and 21 to 29 in the SF424 Application Guide*



# Funding Restrictions (cont'd)

In addition to the general restrictions included in Section 4.1.iv of the [SF-424 Application Guide](#), funds may not be used for the following:

- Syringe services programs (SSPs). Some aspects of SSPs are allowable with HRSA's prior approval and in compliance with HHS and HRSA policy. See <https://www.aids.gov/federal-resources/policies/syringe-services-programs/>,
- Purchase or construction of new facilities or capital improvement to existing facilities, Purchase of or improvement to land,
- Purchase of vehicles, international travel, or
- Cash payments to intended clients of RWHAP services.

*See pages 20 to 21 in the NOFO, and pages 21 to 29 in the SF-424 Application Guide*



# Attachments

List of Attachments can be found in Section IV. 2. v. of the NOFO

- Upload attachments in the order specified.
- Clearly label each attachment.
- Unless otherwise noted, attachments count toward the application page limit.
  - Indirect cost rate agreements and proof of non-profit status (if applicable) will not count toward the page limit.

*Please refer to pages 17 to 18 of the NOFO*



# Attachments (cont'd)

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- Attachment 1: Work Plan
- Attachment 2: Staffing Plan and Job Descriptions for Key Personnel
- Attachment 3: Biographical Sketches of Key Personnel
- Attachment 4: Letters of Agreement, Memoranda of Understanding, and/or Description(s) of Proposed/Existing Contracts
- Attachment 5: Project Organizational Chart
- Attachment 6: Program Specific Line-Item Budget for Years 1 through 4
- Attachment 7: Tables, Charts, etc.
- Attachments 8 – 15: Other Relevant Documents (15 is the maximum number of attachments allowed.)

Please refer to pages 17 to 18 of the NOFO



# Application Review Information

- HRSA's Division of Independent Review (DIR) is responsible for managing the objective and independent application review performed by a committee of qualified experts.
- Applications will be reviewed and rated based on the review criteria in Section V of the NOFO *if* they
  - are submitted by the published deadline,
  - do not exceed the page limit,
  - do not request more than the ceiling amount, and
  - pass the initial HRSA eligibility and completeness screening.
- The competitive objective review process is based solely on the merits of your application. It is critical that you paint a clear picture of your proposed project and the capabilities that your organization brings to the work.



# Application Review Information

Review Criteria are used to review and rank applications. For this opportunity, there are 6 review criteria:

Criterion		Corresponding Sections	Score
1	Need	Section IV's 2.ii. Introduction and Needs Assessment	10
2	Response	Section IV's 2.ii. Approach, Work Plan and Resolution of Challenges	40
3	Evaluative Measures	Section IV's 2.ii. Methodology and Evaluation and Technical Support Capacity	10
4	Impact	Section IV's 2.ii. Work Plan	15
5	Resources/Capabilities	Section IV's 2.ii. Evaluation and Technical Support Capacity and Organizational Information	15
6	Support Requested	Section IV's 2.iii. Budget and 2.iv. Budget Narrative	10

*\*see NOFO for allocation of these points by subsection*

*Please refer to pages 21 to 25 of the NOFO*



# Application Package: Where is it?

- On HRSA's website at [www.hrsa.gov/grants](http://www.hrsa.gov/grants)
  - Click on the NOFO "apply at Grants.gov" link
- At [www.grants.gov](http://www.grants.gov)
  - Search by opportunity number, or
  - Assistance Listing/CFDA
- The Application Guide is available at <https://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf> or click the links in the NOFO





# Application Submission Tips

- Read the NOFO and the SF-424 Application Guide carefully and follow instructions.
- Include your agency name and the name of this program on all pages.
- Refer to section 4.7 of the Application Guide for additional Tips for Writing a Strong Application.
- Apply early; do not wait until the last minute in case you run into challenges!
- Make sure the person who can submit for your organization will be available.
- **Ensure SAM.gov and Grants.gov registration and passwords are current immediately!**  
Have all your PIN numbers and passwords handy!



# Grants.gov Contact Information

- When to contact Grants.gov Helpdesk
  - Error messages
  - Other technical issues
  - Application did NOT transmit to HRSA
  - **If you have any submission problems, please contact Grants.gov immediately!**
- Grants.gov Contact Center (24/7 except Federal holidays):
  - 1-800-518-4726, or
  - [support@grants.gov](mailto:support@grants.gov), or
  - <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>



# Tracking Grants.gov Submissions

Submission Type	E-mail	Subject	Time Frame	Sent By	Recipient
Competing Application	1 <sup>st</sup> e-mail	Submission Receipt	Within 48 hours	Grants.gov	AOR
	2 <sup>nd</sup> e-mail Most Crucial	Submission Validation Receipt OR Rejected with Errors	Within 48 hours	Grants.gov	AOR
	3 <sup>rd</sup> e-mail	Grantor Agency Retrieval Receipt	Within Hours of second e-mail	Grants.gov	AOR
	4 <sup>th</sup> e-mail	Agency Tracking number assignment	Within 3 business days	Grants.gov	AOR

*SF424 Application Guide, section 8.2.5*



# Grants.gov Message upon Application Upload

- Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.”
- “IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at [support@grants.gov](mailto:support@grants.gov), or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXXXX.”



# Reminders

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- Your application must be electronically submitted through and successfully validated by Grants.gov no later than **January 23, 2024**, 11:59 pm EST.
- We recommend submission of the application at least four business days before the due date.



# HRSA Contacts

Applicants who need additional information may contact:

Program Contact	Grants Management Contact
Ronald “Chris” Redwood	Nancy Gaines
Nurse Consultant Clinical and Quality Branch, Division of Policy and Data HRSA, HIV/AIDS Bureau Email: rredwood@hrsa.gov Phone: (301) 443-2118	Grants Management Specialist Division of Grants Management Operations, Office of Federal Assistance Management HRSA, Office of Federal Assistance Management Email: ngaines@hrsa.gov Phone: (301) 443-5382



# Q&A - Your Questions are Welcome!

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