Ryan White HIV/AIDS Program
States/Territories Part B Supplemental Grant Program
Pre-Application Technical Assistance Conference Call
HRSA-24-065
March 20, 2024

Bill Bryant, Southern Services Branch (SSB) Project Officer
Jalynn Lane, Western Services Branch (WSB) Project Officer
Division of State HIV/AIDS Programs
HIV/AIDS Bureau (HAB)
Health Resources Services Administration (HRSA)

Vision: Healthy Communities, Healthy People

Agenda

- HAB Vision and Mission
- Announcements
- Purpose of Funding Opportunity
- Award Information
- Eligibility
- Application and Submission Information
- Application Review Information
- Application Submission Tips
- Question and Answer

HIV/AIDS Bureau Vision and Mission

Vision

Optimal HIV/AIDS 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.

Announcements

Susan Robilotto, D.O.

Director, Division of State HIV/AIDS Programs

HRSA HIV/AIDS Bureau

Announcements

- FY 2024 X07 Partial Awards

- End of the Year Programmatic Reports – Now Due 90 Days After the Budget Year Ends

- Federal Financial Report (FFR) – Now Due 90 Days After the Budget Year Ends

- HAB You Heard – Thursday, March 21st at 3:00PM ET

- 2024 National Ryan White Conference (NRWC) –
  - August 20 – 23, 2024
  - Registration Now Open

Questions

Introduction of Presenters

Bill Bryant and Jalynn Lane, Project Officers

Division of State HIV/AIDS Programs

HRSA HIV/AIDS Bureau

Health Resources Services Administration (HRSA)

Purpose of the RWHAP Part B Supplemental Grant Program

- To supplement formula-based funding provided through the HIV Care Grant Program – RWHAP Part B States/Territories Formula and RWHAP AIDS Drug Assistance Program (ADAP) Formula and the RWHAP ADAP Supplemental Awards (Notice of Funding Opportunity (NOFO) HRSA-22-033).

  - Demonstrate RWHAP Part B Supplemental funding is necessary to provide comprehensive HIV care and treatment services for people with HIV in the state/territory.

  - Proposed activities should include the provision of core medical and/or support services to ensure responsiveness to unmet needs, as well as improve client-level health outcomes across the HIV care continuum, including viral load suppression.

Please refer to pages 1 and 2 of the NOFO

Award Information

- Funding will be provided through a *grant.*

- Approximately $48 million is available to fund up to 30 grants.

- Applicants may request funding amounts of up to $9 million for the period of performance, September 30, 2024 – September 29, 2025.

- Requests exceeding this amount will be deemed nonresponsive and will <u>not</u> be considered.

Please refer to page 5 and 6 of the NOFO

Priority Funding

- Section 2620(c) of the Public Health Service (PHS) Act: The amount of supplemental funds disbursed to states/territories under RWHAP Part B to address the decline or disruption of services related to the decline in the amount of formula funding.

- Approximately $6 million will be used for priority funding.

Please refer to pages ii and 30 of the NOFO

Application and Submission Information

Two Components of the NOFO:

1) *HRSA-24-065 – Ryan White HIV/AIDS Program Part B States/Territories Supplemental Grant Program*

2) HRSA's General Instructions
   o **SF-424 Application Guide** ("Application Guide")

Eligibility Information

- Eligible applicants include: All states/territories that meet expenditure requirements.

  - States/territories with more than 5% of their FY 2022 formula funds unobligated under Section 2622(e) for FY 2022, are not eligible to apply for the FY 2024 RWHAP Part B Supplemental Funding.

- The following states/territories are **not eligible** to apply this year:

  - Commonwealth of Northern Mariana Islands
  - Republic of the Marshall Islands

- Cost sharing/matching is not required.

Please refer to page 6 of the NOFO

Application Package

Applicants must include the following:

- **SF-424 Application for Federal Assistance**
- **Project Abstract (uploaded in box 15 of the SF-424)**
- 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

See Section 4.1.ix. of HRSA's SF-424 Application Guide

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

- Do not upload the abstract as an attachment or it will count toward the page limit.
  - Provide a summary of the application.
  - Prepare the Project Abstract Summary Form so that it is clear, accurate, concise, and without reference to other parts of the application.
  - Place the following on the top of the abstract:
    - ✓ Project Title
    - ✓ Applicant Organization Name
    - ✓ Address
    - ✓ Project Director Name
    - ✓ Contact Phone Numbers (Voice, Fax)
    - ✓ Email Address
    - ✓ Website Address, if applicable

See pages 8 and 9 in the NOFO and 33 in the SF-424 Application Guide

Project Abstract (continued)

Provide a brief paragraph addressing the information below:

- Why RWHAP Part B supplemental funding is necessary to ensure a comprehensive system of HIV care and treatment for people with HIV in your state/territory;
- How this supplemental funding will improve viral suppression and achieve positive client-level health outcomes across the HIV care continuum; and
- The severity of the HIV epidemic in the state/territory, using quantifiable data on epidemiology, co-morbidities, cost of care, the service needs of emerging populations, unmet need for core medical services (as defined by HRSA HAB PCN #16-02), and unique service delivery challenges.

* Note: Abstract must be single-spaced and no more than one page in length.

See page 9 in the NOFO and 33 in the SF-424 Application Guide

Project Narrative

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

Please refer to pages 9 to 17 in the NOFO

Project Narrative - Introduction

Briefly describe the purpose of the proposed project.

- Describe use of funding to support a comprehensive system of high-quality care and treatment for people with HIV.

- Describe how the comprehensive system will improve outcomes across the HIV care continuum.

- Describe current prevalence of HIV/AIDS in the state/territory. Provide corresponding data tables or figures in Attachment 6.

Please refer to page 10 in the NOFO

Project Narrative - Organizational Information

- As an applicant, you are required to provide information about how you will ensure proper oversight, management, and administration of the funds, as well as include a brief overview of the capabilities of your organization, and the quality and availability of facilities and personnel.

- If you are using FY2024 RWHAP Part B supplemental funding for staffing, you must submit the following:

  - Staffing plan and job descriptions for key personnel (Attachment 1)

  - Biographical sketches of key personnel (Attachment 2)

  - Project organizational chart (Attachment 3)

- If you are not using FY2024 RWHAP Part B supplemental funding for staffing, then do not submit Attachments 1-3.

Please refer to page 11 of the NOFO

Project Narrative - Need

Should demonstrate need in certain categories:

- Respond only to categories relevant to the request for RWHAP Part B Supplemental Funding:
  - ✓ Need for HIV-Related Services
  - ✓ Assessment of New or Emerging Populations with Special Needs
  - ✓ Impact of Co-morbidities and Other Factors on the Cost and Complexity of Providing Care
  - ✓ Access to Health Care

Please refer to pages 11 to 15 in the NOFO

Project Narrative – Need (continued)

- Need for HIV-Related Services

  - If you are applying for RWHAP Part B supplemental funding due to a need for HIV-related services in the state/territory which may include addressing unmet need, an increased need due to an increase in relative rates or prevalence in HIV cases, or the decline in the amount of funding received for HIV Services, please provide a narrative describing all relevant factors that will be addressed, and how requested funds will be used to address each factor.

Please refer to pages 11 to 12 in the NOFO

Project Narrative - Need (continued)

- If you are applying for RWHAP Part B supplemental funding to augment ADAP services in the state/territory, please provide a narrative identifying which of the following conditions exists, its impact on developing and/or enhancing access to a comprehensive continuum of high-quality care and treatment services for people with HIV, and how requested funds will be used to address this condition/s:

  - ✓ Existing or anticipated ADAP waiting list,
  - ✓ Capped enrollment,
  - ✓ Reductions in ADAP formulary,
  - ✓ Reduction in the percentage of FPL eligibility requirement, and/or
  - ✓ Other ADAP restrictions within the state/jurisdiction

- Must indicate that applying for funds for this purpose and submit the most recent unmet need framework and narrative as Attachment 7.

Please refer to pages 11 to 12 in the NOFO

Project Narrative – Need (continued)

- Assessment of New or Emerging Populations with Special Needs
  - If you are applying for RWHAP Part B supplemental funding, you are required to:
    - ✓ Determine the needs of new or emerging populations with limited access to existing HIV care and services.
    - ✓ Provide a narrative that addresses each of the following elements:
      - o Unique challenges of each population and impact on the service delivery system
      - o Service gaps for each population identified
      - o Estimated cost of service delivery to each population identified
      - o Viral suppression rates for each population

Please refer to pages 12 and 13 in the NOFO

Project Narrative – Need (continued)

- Impact of Co-Morbidities and Other Factors on the Cost and the Complexity of Providing Care
  - If you are applying for RWHAP Part B supplemental funding, you must:
    - ✓ Provide quantitative evidence in a table format, Attachment 4, inclusive of data sources, as well as a narrative.
    - ✓ Include the following information:
      - Rates of sexually transmitted infections (STIs), hepatitis, tuberculosis, substance use, and mental health disorders
      - Estimated number of persons who are homeless
      - Estimated number of people with HIV who were released from federal, state, or local prisons during the preceding three (3) years
      - The number and percent of persons without insurance coverage (including those without Medicaid)
      - The number and percentage of people with HIV living at or below 138 percent and 400 percent of the 2024 federal poverty level (FPL)

Please refer to page 13 and 14 in the NOFO

Project Narrative – Need (continued)

- Access to Health Care

  - Provide a narrative describing each factor that will be addressed, how each factor impacts access to care, and how requested funds will be used to address each factor.

Please refer to page 14 and 15 in the NOFO

Project Narrative - Approach

- Describe how the applicant will implement the following actions:
  - Use programmatic and fiscal forecasting tools

  - Develop new, maintain existing, streamline, and/or diversify service delivery models, service contracts, strategic partnerships, and/or collaborations

  - Sustain activities beyond the federal funding period

  - Provide opportunities for stakeholders, inclusive of clients

Please refer to pages 15 in the NOFO

Project Narrative – Work Plan

Describe implementation of the following:

- Addressing gaps, barriers, and significant health disparities across the HIV care continuum
- Addressing unmet need and reducing the number of persons out of care
- Addressing needs of emerging populations with limited access to HIV services
- Improving engagement of people with HIV and health outcomes at each stage of the HIV care continuum
- Utilizing the HIV care continuum in planning, prioritizing, targeting and monitoring available resources in response to needs
- Ensuring geographic parity

Please refer to pages 15 to 17 of the NOFO

Project Narrative – Work Plan (continued)

- Include the following:

    - Goals and objectives tied to the HIV care continuum

    - Specific, measurable, achievable, realistic, and time-framed (SMART) objectives

    - Activities that align with their corresponding objectives and identify specific outcomes to achieve

Please refer to page 16 and 17 of the NOFO

Project Narrative - Resolution of Challenges

- Discuss challenges likely to be encountered in the planning and implementation of the proposed project.

- Describe the specific activities or strategies you will use to identify and mitigate or resolve anticipated challenges for each demonstrated need.

Please refer to pages 17 of the NOFO

Project Narrative - Evaluation and Technical Support Capacity

- Describe how you will evaluate your proposed program, assess whether proposed SMART objectives have been achieved, and ensure continuous quality improvement.

- The evaluation plan must align with the approach and work plan narrative.

- Describe the specific goals, objectives, benchmarks, and/or outcomes you will use for program evaluation and continuous quality improvement.

- Describe the staff, systems, procedures, and other resources that will support your evaluation.

Please refer to page 17 of the NOFO

Project Narrative - Evaluation and Technical Support Capacity (Continued)

- Identify data will collect and how the data will be analyzed and used for continuous quality improvement.

- Describe the control mechanisms to be used to ensure accurate and timely data collection, analysis, reporting, and use.

- Describe how you will share evaluation results with staff and key stakeholders.

Please refer to page 17 of the NOFO

Budget Requirements

Budget information consists of <u>two</u> parts:

1. SF-424A Budget Information for Non-Construction Programs (included in the application package)

2. Budget narrative
    - ✓ Agreement and Assurances

See pages 18 to 21 in the NOFO, and 28 to 30 in the SF-424 Application Guide

Budget Requirements: SF-424A

View Burden Statement

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
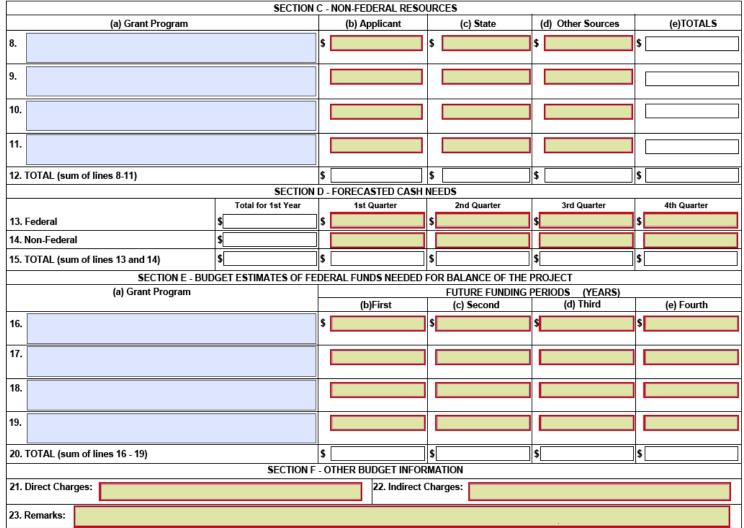Expiration Date: 02/28/2025

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.						
5. Totals		$	$	$	$	$

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1

HRSA
Ryan White HIV/AIDS Program

Budget Requirements: SF-424A

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:	

Budget Requirements: SF-424A

SECTION B - BUDGET CATEGORIES

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

Budget Narrative

- The budget narrative must explain the amounts requested for RWHAP Part B supplemental funding and the relevant RWHAP budget categories (i.e., Administration, ADAP, Consortia, and Direct Services).

- The narrative should explain how the listed line-items support the overall service delivery system and include justification for any applicable object class categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, and Indirect Charges.

- For employees who are less than one (1) full-time equivalent (FTE) on the award, please identify all funding sources outside of RWHAP Part B supplemental funding for Personnel and Fringe Benefits costs.

Budget Narrative (continued)

- Agreements and Assurances – No need to resubmit but will use the one submitted in the FY2022 RWHAP Part B application.

Salary Limitation

Please note that effective January 1, 2024, the salary rate limitation applicable to RWHAP domestic grants and cooperative agreements increased from $212,100 to $221,900.

- 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 external mechanism, at a rate in excess of Executive Level II."

- As a reminder, RWHAP rebates and program income generated from 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	$ 127,500.00
Fringe (25% of salary)	$ 31,875.00
Total amount	$ 159,375.00

- 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: $221,900

50%of time will be devoted to the project	
Direct Salary	$ 110,950.00
Fringe (25% of salary)	$ 27,737.50
Total amount	$ 138,687.50

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:

- Charges that are billable to third party payers
- International travel
- Construction (however, minor alterations and renovations to an existing facility are allowable with HRSA prior approval)
- PrEP or Post-Exposure Prophylaxis (nPEP) medications or the related medical services (see the June 22, 2016, RWHAP and PrEP program letter)
- Syringe Services Programs (SSPs) Some aspects of SSPs are allowable with HRSA prior approval; however, purchase of syringes and materials used to inject illicit drugs are prohibited. (see https://www.aids.gov/federal-resources/policies/syringe-services-programs/)
- Cash payments to intended recipients of RWHAP services
- Development of materials designed to directly promote or encourage intravenous drug use or sexual activity, whether homosexual or heterosexual

Please refer to pages 24 to 27 of the NOFO

Funding Restrictions

- These funds are additive to activities already provided under the RWHAP Part B HIV Care Program or another RWHAP Part.

- Funds are subject to the core medical services requirement. Applicants may submit a core medical services waiver request as Attachment 5.
  - HRSA HAB PN 21-01

- Caps on expenses apply.
  - Up to 10% for administration
  - Up to 10% for planning and evaluation
    - ✓ Administration and planning and evaluation may not exceed 15% of the total award collectively
  - Up to 5% of the total award or $3,000,000 (whichever is less) for clinical quality management
  - Up to 10% in the aggregate for subrecipient administration

- Payor of last resort applies.

Please refer to pages 18 to 20 of the NOFO

Attachments

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

- Upload attachments in the order specified to the Attachments Form in the application package

- Label each attachment clearly

- Please reference the NOFO for information about which attachments count towards the page limit

Please refer to pages 21 to 23 of the NOFO

Summary of Attachments

Attachment Number	Description
Attachment 1	Staffing Plan and Job Descriptions for Key Personnel
Attachment 2	Biographical Sketches of Key Personnel
Attachment 3	Project Organizational Chart
Attachment 4	Tables, Charts, etc.
Attachment 5	Core Medical Services Waiver, if applicable
Attachment 6	Epidemiological Data Snapshot
Attachment 7	Unmet Need Framework and Narrative
Attachment 8-15	Other Relevant Documents

*For each attachment, that is not applicable, please include a page that states, "Attachment #X is Not Applicable".

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, April 30, 2024 by 11:59 PM ET

  - Do not exceed the page limit of 60 pages

  - Do not request more than the ceiling amount

  - Pass the initial HRSA eligibility and completeness screening

- The competitive merit review panel (MRP) process is based solely on the merits of your application.

Application Review Information (Continued)

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

Criteria	Points
Criterion 1: Need	45
Criterion 2: Response	20
Criterion 3: Evaluative Measures	10
Criterion 4: Impact	10
Criterion 5: Resources/Capabilities	5
Criterion 6: Support Requested	10
Total Points	100

Please refer to pages 27 to 30 of the NOFO

Application Review Crosswalk

Project Narrative Section	Review Criteria
Introduction	(1) Need
Organization Information	(5) Resources/Capabilities
Need	(1) Need and (6) Support Requested
Approach	(2) Response
Work Plan	(2) Response, (4) Impact, (5) Resources/Capabilities, and (6) Support Requested
Resolution of Challenges	(2) Response
Evaluation and Technical Support Capacity	(3) Evaluative Measures and (5) Resources/Capabilities
Budget and Budget Narrative	(6) Support Requested – Budget section should include sufficient justification to allow reviewers to determine the reasonableness of the support requested

Please refer to page 9 and 10 of the NOFO

Application Package: Where is it?

- At www.grants.gov

  - Search by opportunity number, or

  - CFDA

- The Application Guide is available at https://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf or click the links in the NOFO

- Grants.gov "Workspace" instructional information and videos are available online at https://www.grants.gov/web/grants/applicants/workspace-overview.html

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 (*RWHAP States/Territories Part B Supplemental Grant Program*).

- 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, 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	1st e-mail	Submission Receipt	Within 48 hours	Grants.gov	AOR
	2nd e-mail Most Crucial	Submission Validation Receipt OR Rejected with Errors	Within 48 hours	Grants.gov	AOR
	3rd e-mail	Grantor Agency Retrieval Receipt	Within Hours of second e-mail	Grants.gov	AOR
	4th e-mail	Agency Tracking number assignment	Within 3 business days	Grants.gov	AOR

SF-424 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, 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 GRANTXXXXXXXXX."

Reminders

- Your application must be electronically submitted through and successfully validated by Grants.gov no later than April 30, 2024, 11:59 pm ET.

- We recommend submission of the application at least four business days before the due date.

HRSA Contacts

- Program issues and/or technical assistance regarding this funding announcement may be obtained by contacting:

  Kibibi Matthews-Brown
  Senior Program Advisor, Division of State HIV/AIDS Programs
  Tel: (301) 443-1035
  Email: KMatthews-Brown@hrsa.gov

- Business, administrative, or fiscal issues related to this funding opportunity announcement can be answered by contacting:

  Marie Mehaffey
  Grants Management Specialist, Division of Grants Management Operations, OFAM
  Tel: (301) 945-3934
  Email: MMehaffey@hrsa.gov

Q&A - Your Questions are Welcome!

TargetHIV Website
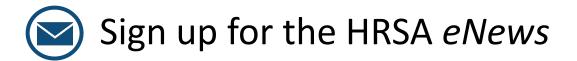https://targethiv.org/calendar/webinar-and-call-archives

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www.HRSA.gov

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