Ryan White HIV/AIDS Program Part F AIDS Education and Training Centers Program

National AETC Support Center (HRSA-24-099)

Pre-Application Technical Assistance Conference Call
November 17, 2023

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Vision: Healthy Communities, Healthy People

Zoom Platform - Virtual Etiquette

- Pair your phone with your computer audio — to reduce bandwidth.

- All general audience members are placed in listen-only mode.

  - o The audio and camera features are disabled.

  - o You are able to send messages in the chat box to the host and co-hosts.

- If you want to ask a question during the webinar, please submit them to AskAETCProgram@hrsa.gov.

Agenda

- HAB Vision and Mission
- Purpose of Funding Opportunity
- Award Information
- Eligibility Information
- Application and Submission Information
  - *Program Requirements and Expectations*
- Application Review Information
- Budget Requirements
- Attachments
- Application Review Criteria
- Application Submission Tips
- Question and Answer

Acronyms

- AETC- AIDS Education and Training Center
- CFR – Code of Federal Regulations
- EHB – Electronic Handbooks
- EHE – Ending the HIV Epidemic
- GMS – Grants Management Specialist
- HAB – HIV/AIDS Bureau
- MAI – Minority AIDS Initiative

- NOA – Notice of Award Opportunity
- NOFO – Notice of Funding
- PO – Project Officer
- RWHAP – Ryan White HIV/AIDS Program
- SAM – System for Award Management
- UEI – Unique Entity Identifier
- SF- Standard Form

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.

Purpose of Funding Opportunity

The purpose of the NASC is to support the AETC Program recipients and their local partners to deliver highly effective HIV training and workforce development programs and improve program coordination and outcomes.

Please refer to page 2 of the NOFO

Ryan White HIV/AIDS Program

Purpose (Cont'd)

Specifically, the NASC will develop and implement program coordination, technical assistance, and stakeholder engagement activities to support recipients funded under the following AETC Program components:

- The Regional AETC Program
- National Clinician Consultation Center (NCCC)
- National HIV Curriculum (NHC)
- Integrating the NHC into Health Care Professions Programs

Please refer to page 2 of the NOFO

NASC Objectives

Objective 1 - Expand the national presence and utilization of the AETC Program services and resources.

Objective 2 – Develop and deliver activities that promote and support collaborative learning and incorporate evidenced-based strategies and best practices into AETC program components.

Objective 3 - Create and maintain an infrastructure that builds and supports the ability of the AETC Program recipients and local partners to effectively implement program activities and sustain partnerships.

Objective 4 - Provide program support and coordination to enhance program performance.

Objective 5 - Provide opportunities for continuous learning and knowledge sharing for HIV care practitioners.

Please refer to page 3 of the NOFO

Award Information

- Approximately $2,200,000 is available annually in the form of a cooperative agreement, to fund one recipient over a 5- year project period.

  This funding includes:
    - **NASC Base funds -** $1,600,000

    - **Minority AIDS Initiative (MAI) funds** – $300,000

    - **Ending the HIV Epidemic in the U.S. (EHE) funds** – $300,000

- The project period of performance is July 1, 2024 through June 30, 2029

Please refer to page 7 of the NOFO

Eligibility Information

- **Eligible applicants include**:
  - Domestic public and nonprofit private entities
  - Schools and academic health science centers
  - Institutions of Higher Education
  - Community-based organizations
  - Tribes and tribal organizations

- Foreign entities are not eligible to apply.

- Cost sharing/matching is not required.

- Multiple applications from an organization is **not** allowed.

Please refer to page 11 of the NOFO

Application and Submission Information

Two Components of the NOFO:

1. *HRSA-24-099, Ryan White HIV/AIDS Program - National AETC Support Center* 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

Applicants must include the following:

- **SF-424 Application for Federal Assistance**
- **Project Abstract**
- **Project Narrative**
- **SF-424A Budget**
- **Budget Narrative**
- **Attachments (Section IV.2.v of NOFO)**
- Grants.gov Lobbying Form
- **SF-424B Assurances**
- Key Contacts

Program Requirements and Expectations

The NOFO outlines detailed program requirements and expectations for each of the following:

- Program Strategies
  - Strategic Communication and Stakeholder Engagement
  - Capacity Building
  - Program Coordination
  - Technical Assistance
  - Supporting HIV Care Practitioners
  - Outreach and Engagement with Minority-Serving Institutions and Health Professional Organizations, including those that focus on minority-serving providers
- Performance Evaluation
- Quality Improvement
- Staff Experience and Expertise

Please refer to pages 13 thru 19 of the NOFO

Project Abstract

- Provide a summary of the application. Be clear, accurate, concise, and without reference to other parts of the application. **See Section 4.1.ix of HRSA's SF-424 Application Guide for guidance.**

- Use the standard OMB-approved Project Abstract Summary Form included in the **workspace application package on Grants.gov**.

- Do not **upload** the abstract as an attachment or it will count toward the page limit.

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

See page 35 in the SF-424 Application Guide

Project Narrative

Sections:

- Introduction
- Organization Information
- Need
- Approach
- Work Plan
- Resolution of Challenges
- Evaluation and Technical Support Capacity

Please refer to pages 17 thru 24 in the NOFO

Project Narrative - Introduction

- Briefly describe your understanding of the need and purpose of the NASC .

  - This description should be consistent with the purpose of the NASC as provided in **Section I** of the NOFO.

*Please refer to page **17** in the NOFO*

Project Narrative - Organizational Information

The applicant must describe:

- Organizational profile
- Organizational structure (Include organizational chart as Attachment 8)
- Scope of workforce training and technical assistance
- Level of experience
- Experience with fiscal management of grants and contracts
- Qualifications of key personnel
- Staffing plan and brief job descriptions
- Short biographical sketches of key project staff

Please refer to page 18 in the NOFO

Project Narrative - Need

The applicant must describe:

- Current needs and expected changes for the primary health care and HIV care workforces

- Needs and gaps regarding HIV training and professional development and opportunities for the AETC program to make an impact.

*Please refer to page **18** thru **19** of the NOFO*

Project Narrative – Approach

The applicant must describe:

- Communication and stakeholder engagement plan and strategies that will be used to increase awareness and utilization of the AETC program and effectively engage stakeholders.
- The process to develop and facilitate collaborative learning activities amongst AETC recipients.
- The strategies that will be used to plan, provide logistical support and facilitate the Ryan White HIV/AIDS Program Clinical Conference.

Please refer to page 19 thru 20 of the NOFO

Project Narrative – Approach (Cont'd)

- The plan to identify and engage Minority-Serving Institutions and Health Professional Organizations, including those focusing on minority providers

- The process to identify the technical assistance and training needs of AETC recipients and approaches for delivering training and TA activities

- The plan to develop, implement, and facilitate program coordination activities outlined in the Program Requirements and Expectations section of the NOFO.

*Please refer to page **19** of the NOFO*

Project Narrative – Work Plan

The applicant must describe:

- Activities and steps to achieve each of the objectives in the Approach

- Timeline

- Support and collaboration with partners and stakeholders

- First year objectives

The applicant must submit:

- A workplan as Attachment 1

*Please refer to page **20** of the NOFO*

Project Narrative – Resolution of Challenges

The applicant must discuss:

- Challenges that may be encountered in designing and carrying out work plan activities

- Approaches that will be used to address the challenges encountered

Please refer to page 21 of the NOFO

Project Narrative – Evaluation and Technical Support Capacity

The applicant must describe:

- The evaluation plan and the capability to assess program performance, including progress made in achieving the purpose and objectives outlined in the NOFO

- Persons responsible for collecting, analyzing, and leading evaluation efforts, including relevant staff experience related to data management activities

- The anticipated outputs and outcomes of proposed activities

Please refer to page 21 of the NOFO

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

- Other key inputs, key processes, and variables to be measured
- Additional performance measures that you will use to assess program performance
- How data will inform program development and improvement
- Data quality policies, including how you will ensure timely, complete, and valid submission of data

Please refer to page 21 of the NOFO

Budget Requirements

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

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

2. Program-specific line-item budget

3. Budget Narrative

See pages 21 thru 23 in the NOFO, and pages 18 thru 21 in the SF-424 Application Guide

Budget Requirements: SF-424A

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

Please refer to page 21 of the NOFO and pages 18 to 20 of the SF424 Application Guide

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	$	$	$	$	$
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	$	$	$	$	$

Please refer to page 21 of the NOFO and pages 18 to 20 of the SF424 Application Guide

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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:	

Please refer to page 21 of the NOFO and pages 18 to 20 of the SF424 Application Guide

Additional Budget Information

In addition to the information in the SF424A, you must:

- Submit a program specific line-item budget as <u>Attachment 5</u>

- Budget travel costs for appropriate staff

*Please refer to pages **22** thru **23** of the NOFO*

Budget Narrative

- Follow the instructions in the NOFO and Section 4.1.v.of HRSA's *SF-424 Application Guide.*

- The budget narrative should:

  o Clearly explain the amounts requested for each line in the budget.
  o Be concise and provide a justification that specifically describes how each item will support the achievement of proposed objectives.
  o Not be used to expand the project narrative.

Please refer to pages 23 thru 24 of the NOFO and pages 29 thru 31 in the Application Guide

Salary Limitation

- Please note that effective <u>January 1, 2023</u>, the salary rate limitation applicable to RWHAP domestic grants and cooperative agreements is currently $212,100.

- The Consolidated Appropriations Act, 2023 (P.L. 117-103), 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."

Please refer to page 24 of the NOFO

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
- Cash payments to intended recipients of RWHAP services
- Clinical quality management
- International travel
- Construction

- Syringe Services Programs (SSPs)
- Development of materials designed to directly promote or encourage intravenous drug use or sexual activity, whether homosexual or heterosexual
- PrEP or PEP medications or the related medical services

Please refer to pages 27 thru 28 of the NOFO and pages 21 thru 24 of the Application Guide

Summary of Attachments

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

Attachment Number	Description
Attachment 1	Work Plan (Required)
Attachment 2	Staffing Plan and Job Descriptions for Key Personnel (Required)
Attachment 3	Biographical Sketches of Key Personnel (Required)
Attachment 4	Letters of Agreement, Memoranda of Understanding (If applicable)
Attachment 5	Program Specific Line-Item Budget (Required)
Attachment 6	Multi-Year Budgets--5th Year Budget (Required)
Attachment 7	Request for Funding Preference (Required)
Attachment 8	Project Organizational Chart (Required)
Attachment 9	Tables, Charts, etc.(If applicable)
Attachment 10-15	Other Relevant Documents (If applicable)

Please refer to pages 24 thru 26 of the NOFO

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Funding Preference

Your organization must meet all three criteria to receive the funding preference.

HRSA shall give preference to qualified projects that:

- Train, or result in the training of, health professionals who will provide treatment for minority individuals and Native Americans with HIV/AIDS and other individuals who are at high risk of contracting such disease;

- Train, or result in the training of, minority health professionals and minority allied health professionals to provide treatment for individuals with such disease; and

- Train, or result in the training of, health professionals and allied health professionals to provide treatment for hepatitis B or C co-infected individuals.

*A request for funding preference must be provided as **Attachment 7**.*

*Please refer to page **32** 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

  - Pass the initial HRSA eligibility and completeness screening

- The competitive ORC process is based solely on the merits of your application.

Application Review Information (Cont'd)

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

Criteria	Points
Criterion 1: Need	10
Criterion 2: Response	40
Criterion 3: Evaluative Measures	10
Criterion 4: Impact	10
Criterion 5: Resources/Capabilities	20
Criterion 6: Support Requested	10
Total Points	100

*Please refer to pages **28 to 32** of the NOFO*

Application Review Crosswalk

Project Narrative Section	Review Criteria
Introduction	(1) Need
Organization Information	(5) Resources/Capabilities
Need	(1) Need
Approach	(2) Response
Work Plan	(2) Response and (4) Impact
Resolution of Challenges	(2) Response
Evaluation and Technical Support Capacity	(3) Evaluative Measures and (5) Resources/Capabilities
Budget/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 17 of the NOFO

Application Package: Where is it?

- Located at www.grants.gov

  - Search by funding opportunity number, or CFDA.

Funding Opportunity Number	Project Start Date	Period of Performance
HRSA-24-099	July 1, 2024	July 1, 2024 – June 30, 2029

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

- 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 (<u>RWHAP Part F NASC</u>).

- Refer to section 4.7 of the Application Guide for additional Tips for Writing a Strong Application.

- Apply early; <u>do not wait until the last minute </u>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

Reminders

- Your application must be electronically submitted through and successfully validated by Grants.gov no later than **February 7, 2024, 11:59 pm ET.**

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

HRSA Contacts

Applicants who need additional information may contact:

Program Contact	Grants Contact
Tanya Gunn Public Health Analyst HRSA HIV/AIDS Bureau Tgunn@hrsa.gov (301) 443-4304 **For program questions or technical assistance issues**	**Nancy Gaines** Grants Management Specialist HRSA Office of Federal Assistance Management NGaines@hrsa.gov (301) 443-5382 **For business, administrative, or fiscal questions**

Ryan White HIV/AIDS Program

Q&A – Your Questions are Welcome!

Submit your questions:
AskAETCProgram@hrsa.gov

HAB TARGET Website:
http://careacttarget.org/webcasts.asp

Connect with HRSA

Learn more about our agency at:

www.HRSA.gov

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