



**Ryan White HIV/AIDS Program
Part D—Women, Infants, Children, and Youth
(WICY) Supplemental Funding
Pre-Application Technical Assistance Conference Call
HRSA-24-061
March 19, 2024**

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Vision: Healthy Communities, Healthy People



Zoom Platform

Virtual Etiquette

- Pair your phone with your computer - to reduce bandwidth.
- If you want to ask questions during the webinar, please submit them to the Ask Part D email inbox – AskPartD@hrsa.gov

Zoom Platform

Use Your Camera | Use our Affinity ECHO Signs | Mute Your Line



Agenda

- HAB Vision and Mission/DCHAP Mission and Core Values
- Funding Detail
- Eligibility
- Program Description
- Funding Policies & Limitations
- Get registered
- Application Contents & Format
- Program Requirements and Expectations
- Application Writing Help
- Application Contents & Format
- Application Review
- Application Submission & Deadlines
- Question & Answer



Acronyms

- **Application Guide** – SF-424 Application Guide
- **CQM** – Clinical Quality Management
- **GMS** – Grants Management Specialist
- **HAB** – HIV/AIDS Bureau
- **IPV** – Intimate Partner Violence
- **NHAS** – National HIV/ AIDS Strategy
- **NOFO** – Notice of Funding Opportunity
- **PCN** – Policy Clarification Notice
- **RWHAP** – Ryan White HIV/AIDS Program
- **SAM** – System for Award Management
- **SAMHSA** – Substance Abuse and Mental Health Services Administration
- **UEI**-Unique Entity Identifier
- **WICY** – Women, Infants, Children, and Youth



HRSA's HIV/AIDS Bureau (HAB) Vision and Mission

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.



DCHAP Mission and Core Values

Mission

Provide Leadership and resources to assure access to and retention in high quality, comprehensive HIV care and treatment services for vulnerable people with HIV/AIDS, their families, and providers within our nation's communities.

Core Values

Communication · Integrity · Professionalism · Accountability ·
Consistency · Respect



HRSA NOFO100 Pilot

- This NOFO is part of **HRSA's NOFO100 Pilot**
- The NOFO100 Pilot is HRSA's way of testing out a new format, called a *Content Guide*, that embraces the [federal government's plain language standards](#) including a different layout than the current NOFO template that's been in use for several years.
- The *Content Guide* also organizes information differently and reflects a more visually appealing design.
- The *Content Guide* is intended to be more accessible and easier to navigate for the average reader. The goal is to make it easier for applicants to:
 - Quickly find what they need
 - Understand what they read
 - Use what they read without rereading



Funding Details

- Expected total available funding: \$4,500,000
- Expected number of awards: 25
- Funding range per award: Up to \$200,000 per organization
- Awards will be funded for 1 year, known as a 12-month budget period, specifically from **August 1, 2024**, to **July 31, 2025**.
- HRSA will only fund one activity per recipient under one category: HIV Care Innovation or Infrastructure Development.
- If the proposed activity is an expansion of a previously funded activity, clearly describe how the proposed activity builds upon and furthers the objectives of the previously funded activity in maximizing impact.



Please refer to page 5 and 17 of the NOFO



Eligibility

Only current recipients funded under the following NOFOs are eligible:

- **HRSA-22-037** Ryan White HIV/AIDS Program Part D, Coordinated HIV Services and Access to Research for Women, Infants, Children, and Youth (WICY)
Existing Geographic Service Areas
- **HRSA-22-156** Ryan White HIV/AIDS Program Part D, Coordinated HIV Services and Access to Research for Women, Infants, Children, and Youth (WICY)
Limited Existing Geographic Service Areas

Cost Sharing

This program has no cost-sharing requirement. If you choose to share in the costs of the project, we will not consider it during merit review. We will hold you accountable for any funds you add, including through reporting.



Please refer to pages 6 to 7 of the NOFO



Program Description

The purpose of this additional funding is to increase access to high quality family-centered HIV health care services for low-income women, infants, children, and youth, commonly abbreviated as WICY.

This notice announces the opportunity to apply for the Ryan White HIV/AIDS Program Part D Women, Infants, Children, and Youth (WICY) Grants Supplemental Funding to strengthen organizational capacity, to respond to the changing health care landscape, and increase access to high quality family-centered HIV primary health care services for low income WICY with HIV.

HRSA intends funding under this program to support one short-term activity that can be completed by the end of the one-year period of performance.



Please refer to pages 8 to 10 of the NOFO



Funding Policies & Limitations

- This program depends on the appropriation of funds. If funds are appropriated for this purpose, we will move forward with the review and award process.
- For guidance on some types of costs we do not allow or restrict, see Budget in section 4.1.iv of the [SF-424 Application Guide](#).
- You can also see 45 CFR part 75, [General Provisions for Selected Items of Cost](#).
- The General Provisions in Division H of the [Consolidated Appropriations Act, 2023 \(P.L. 117-328\)](#) apply to this program. Note that these and other restrictions will apply in fiscal years that follow, as the law requires.
- For-profit organizations cannot earn profit from the federal award. See [45 CFR 75.216\(b\)](#).
- See [Manage Your Grant](#), for other information on costs and financial management.



Please refer to page 10 to 11 of the NOFO



Program-Specific Restrictions

- Funding restrictions included in [PCN 16-02](#)
- Charges that are billable to third party payors
- Directly provide housing or health care services that duplicate existing services
- Clinical research
- Nursing home care
- Cash payments to intended recipients of RWHAP services
- Purchase or improvement to land
- Purchase, construction, or major alterations or renovations on any building or other facility
- PrEP medications and related medical services
- Purchase of sterile needles or syringes for the purposes of hypodermic injection of any illegal drug
- Development of materials designed to promote or encourage intravenous drug use or sexual activity
- Research
- International travel
- Long-term activities



Please refer to pages **10** to **11** of the NOFO and Section **4.1** of the [SF-424 Application Guide](#)



Get Registered

SAM.gov

You must have an active account with [SAM.gov](https://sam.gov). This includes having a Unique Entity Identifier (UEI). [SAM.gov](https://sam.gov) registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](https://sam.gov) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

Grants.gov

You must also have an active account with [Grants.gov](https://grants.gov). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to Grants Search at [Grants.gov](https://grants.gov) and search for opportunity number **HRSA-24-061**.

After you select the opportunity, we recommend that you click the Subscribe button to get updates.



Please refer to page 14 to 15 of the NOFO



Application Contents & Format

Applications include 5 main components, make sure you include each of these:

Components	Submission Format	Included in the page limit?
Project Abstract	Use the Project Abstract Summary form	No
Project Narrative	Use the Project Narrative form	Yes
Budget Narrative	Use the Budget Narrative form	Yes
Attachments	Insert each in the Other Attachments form	Yes, unless otherwise marked
Standard Forms	Upload using each required form.	No

There is a 25-page limit for the overall application.

Submit your information in English and express budget figures using U.S. dollars.



Please refer to page **17** of the NOFO and section **4.2** of the [SF-424 Application Guide](#)



Program Requirements and Expectations

You may submit a proposal for only 1 of the following 2 categories:

- HIV Care Innovation
- Infrastructure Development

You must then select only 1 activity under your selected category.

Note: if you choose the Infrastructure Development category, there is only 1 available activity.



Please refer to page 17 of the NOFO



HIV Care Innovation activities

HIV Care Innovation/Choose Only One Activity

- Doula Services
- Streamlining eligibility for RWHAP services
- Inclusive Care for underrepresented communities with disproportionately high rates of HIV
- Implementing evidence-informed interventions
- Intimate partner violence screening and counseling



Please refer to pages **18 to 23** in the NOFO



HIV Care Innovation: Doula Services

If you select this activity, it must address 1 of the following 2 components which are critical to the provision of doula care for people with HIV and their families, and address at least 1 or more of the stages of the [HIV care continuum](#):

- Funding a doula to provide supportive services before, during, and after, pregnancy
- Conducting outreach and building partnerships

Applicants can use [the National Academy for State Health Policy's resource on the current state of doula Medicaid Implementation](#) and the HRSA Maternal and Child Health Bureau's Healthy Start Community-Based Doulas Supplemental Awardees for [FY 2021](#) and [FY 2022](#) as some of the resources for current coverage and training and certification requirements.



For detailed information, please refer to pages 18 to 19 in the NOFO



HIV Care Innovation: Streamlining Eligibility for RWHAP services

For this activity, you should describe the method(s) you will use to conduct a local/regional systems assessment of RWHAP recipient organizations, care delivery systems, and/or income based federal programs (e.g., health information exchanges; Medicaid; Supplemental Nutrition Program for Women, Infants and Children; and Healthy Start).

This assessment should identify current administrative systems, electronic data sources, and tools utilized to determine client eligibility, confirm eligibility, and obtain client consent.

Discuss how you will promote sharing and collaboration across all RWHAP Parts and others who engage in the peer-to-peer information exchange.



please refer to page 20 in the NOFO



HIV Care Innovation: Inclusive Care for underrepresented communities with disproportionately high rates of HIV

This activity will focus on educating health care professionals and front-line service staff about the health and social needs of underrepresented communities with disproportionately high rates of HIV, and how the provision of inclusive care can reduce HIV-related disparities and health inequities in this population.

You should implement inclusive care, education, and training in the clinical setting, and establish collaborative networks with other educational and training programs and community-based social service organizations serving underrepresented communities.

The activity must address at least one of two educational and training components:

- **Didactic training and education** for underrepresented communities with disproportionately high rates of HIV
- **Model of Care Infrastructure and Clinical Application** for underrepresented communities with disproportionately high rates of HIV



please refer to pages 21 to 22 in the NOFO



HIV Care Innovation: Implementing Evidence-Informed Interventions

Select an evidence-informed intervention that aims to improve outcomes for priority WICY populations with HIV and address at least 1 or more stages of the [HIV care continuum](#).

This activity may include:

- Training and education of staff on the specific intervention
- Purchasing materials to implement the intervention
- Strategic communication activities to promote and raise awareness of the intervention
- Collecting and tracking of performance measures to make continuous quality improvements and adaptations, if necessary
- Evaluation of performance measures and health outcomes
- Establishing processes and procedures



please refer to page 22 and 23 in the NOFO



HIV Care Innovation: Intimate Partner Violence Screening & Counseling

If you select this activity, you should implement IPV screening and counseling in the clinical setting and establish referral networks to community-based social service organizations.

The activity must address 1 or more of the stages of the [HIV care continuum](#).

For resources addressing this topic, access the IPV Toolkit ([Intimate Partner Violence Health Partners Toolkit](#)) located on the [HRSA Office of Women's Health website](#).



Please refer to page 23 in the NOFO



Infrastructure Development: Electronic Health Record & Data Coordination

Activities in this category can include the purchase of software to interface CAREWare (or other HIV data collection systems) with existing electronic health records to:

- Improve accuracy and efficiency in data collection and reporting
- Create mapping and workflows to reduce administrative burden
- Verify and cleanse data
- Test and verify historical and new data
- Integrate oral and primary health EHR systems
- Secure consultant services on integration and coordination

To improve the quality of clinical data collected, HAB further requires that any EHR or EHR component be configured to report appropriate clinical data electronically for HAB reporting. [More information can be found on ONC's website, HealthIT.gov, linked here.](#)



Please refer to pages 23 to 24 of the NOFO



Project Abstract

Complete the information in the Project Abstract Summary Form. Include a short description of your proposed project. Include the needs you plan to address, the proposed services, and the population groups you plan to serve. For more information, see section [4.1.ix](#) of the [Application Guide](#).

In addition, please name your project title **“FY2024 RWHAP Part D WICY Supplemental Funding”** and include the following information:

- Identification of the category (HIV Care Innovation or Infrastructure Development) and the selected activity.
- A summary of the proposed activity and its intended impact to improve or expand access to HIV primary care or supportive services for low income WICY with HIV.
- The funding amount requested for the one-year period of performance.



See page [24](#) in the NOFO and Section [4.1](#) of HRSA's [SF-424 Application Guide](#)



Project Narrative

In this section, you will describe all aspects of your project. Use the section headers and the order below.

- Introduction
- Organizational Information
- Need
- Approach
- Work Plan
- Resolving Challenges
- Evaluation & Technical Support Capacity
- Budget & Budget Narrative



Please refer to pages 25 to 30 in the NOFO



Project Narrative: Introduction

- Briefly describe the purpose of your project.
- Clearly indicate the category under which the proposed activity falls, either:
 - HIV Care Innovation
 - Infrastructure Development
- Discuss why your local community and organization needs supplemental funding .
- Discuss how the proposed activity will develop, enhance, or expand access to high quality, family-centered HIV primary care services for low-income WICY with HIV.
- If the proposed activity is an expansion of a previously funded activity, clearly describe how the proposed activity builds upon and furthers the objectives of the previously funded activity in maximizing impact.



Please refer to page 25 in the NOFO



Project Narrative: Organizational information

- Briefly describe the organizational skills, capabilities, and resources; highlight key staff with relevant expertise and experience with similar work. Staffing information should align with the staffing plan provided in [Attachment 4](#) and the biographical sketches of key personnel provided in [Attachment 2](#).
- Describe the organizational resources that you'll use to sustain, with additional funds from the federal government, the project activities or enhancements supported by this award beyond the 1-year period of performance.
- Describe your experience with the fiscal management of grants and contracts.
- Discuss the organization's ability to secure agreements with community-based organizations, health care providers, and consultant services.
- If selecting doula services, please provide the following information:
 - Whether the doula(s) is hired as a full-time employee or as a contractor
 - Your organization's recruitment plan to hire or contract doulas



Please refer to pages 25 and 26 in the NOFO



Project Narrative: Need

HIV Care Innovation Activities Only:

- Describe the priority WICY with HIV population(s) in your service area and their unmet health care needs
- Describe the service needs based on your evaluation of the gaps in the HIV care continuum for your affected population with HIV
- Provide data on the five (5) stages of the HIV care continuum for your priority WICY population(s) with HIV using the most recent three (3) calendar years of available data.
- You must clearly define the numerator and the denominator for each stage as outlined in the [HAB Performance Measures Portfolio](#)
- Discuss any relevant barriers in the service area that the project hopes to overcome.
- Use and cite demographic data whenever possible.

For the doula services activity only: discuss how doula support will be beneficial to your priority population and any anticipated barriers providing doula services to your target population.



Please refer to page 26 in the NOFO



Project Narrative: Need

For Streamlining RWHAP Eligibility only:

- You should describe the method(s) you will use to conduct a local/regional systems assessment of RWHAP recipient organizations, care delivery systems, and/or income based federal programs, to identify current administrative systems, electronic data sources, and tools utilized to determine client eligibility, confirm eligibility, and obtain client consent.
- Discuss how you will promote sharing and collaboration across all RWHAP Parts and others who engage in the peer-to-peer information exchange.



Please refer to page 26 in the NOFO



Project Narrative: Need

Infrastructure Development Activities Only:

- Outline the community or organization's needs.
- Describe the gaps in organizational capacity that exist due to current limitations in system infrastructure.
- Provide information specific to the selected activity and describe how these gaps or limitations are affecting the optimal provision of quality HIV primary care services and/or affecting your organization's ability to optimize your response to the changing health care landscape.



Please refer to page 26 to 27 in the NOFO



Project Narrative: Approach

- Describe how you will engage WICY with HIV and/or organizations that represent them in the implementation of this activity.
- Outline the partners and/or collaborating entities needed for the proposed activity. Include letters of agreement and/or memoranda of understanding from collaborating entities as [Attachment 6](#).
- Describe how you intend to share relevant information, lessons learned, and products developed through your funded activity with other providers or collaborators in the community.
- Propose a plan for continuing the project after funding ends. We expect you to keep up key strategies or services and actions that have led to improved practices and outcomes for WICY with HIV.
- If you chose the evidence-informed interventions, specify the intervention proposed. This requirement does not apply to any other activity.



Please refer to page 27 of the NOFO



Project Narrative: Work Plan

- Include a detailed work plan for the 12-month period of performance of **August 1, 2024 – July 31, 2025**. Describe the activity's goal, specify the objectives, and identify the key action steps that you will use to achieve the proposed goal
- Use a timeline that includes each step of the proposed activity and target date for each step's completion and identify staff responsible for the activities.
- Identify meaningful support and collaboration with key partners in planning, designing, and implementing all activities.
- Provide the work plan information in a table format, as [Attachment 5](#), following sections outlined:
 - Goal, objectives
 - Action steps
 - Timeline
 - Person responsible
 - Evaluation measures
 - Outcomes



Please refer to pages 27 to 28 and pages 31 to 32 in the NOFO



Project Narrative: Resolving Challenges

- Discuss challenges that you are likely to encounter in designing and carrying out the activities in the work plan. Explain approaches that you'll use to resolve them
- Describe the specific activities or strategies you will use to mitigate or resolve anticipated challenges in implementing your proposed activity.



Please refer to page 28 of the NOFO



Project Narrative: Evaluation & Technical Support Capacity

- Describe the systems and processes that you'll use to track performance outcomes and how you'll collect and manage data in a way that helps you improve the way you carry out your activity
- Describe the evaluation plan that will be used to monitor ongoing processes and progress toward the goals and objectives of the proposed activity. Describe barriers and your plan to overcome them.
- If applicable, describe your plan to evaluate how the project performs and how the results will contribute to your program's clinical quality management (CQM) program.
- Discuss how CQM of this activity contributes to the CQM goals of your RWHAP Part D WICY program.



Please refer to pages 28 of the NOFO



Project Narrative: Evaluation & Technical Support Capacity

For the Doula Services activity only: track at a minimum, the following measures for the period of performance:

- The number of hired or contracted doula(s)
- The number of RWHAP Part D clients and affected family members that receive doula services and the type of service received
- The period(s) of support the services were provided (e.g. prenatal, birth, and/or postpartum)



Please refer to page **28** of the NOFO



Budget & Budget Narrative

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 ([Attachment 3](#))
- (3) Budget justification narrative

Please note: In order to evaluate your adherence to RWHAP Part D statutory budget requirements, submit a program-specific line-item budget for the one-year period of performance, and **highlight in bold any administrative costs.**



See sections *iv - v* in the [SF-424 Application Guide](#)



Budget Requirements: SF-424A

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

BUDGET INFORMATION - Non-Construction Programs

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.						

DO NOT ENTER BUDGET
CONTENT IN THESE ROWS



SF-424A Section B – Budget Categories

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Year 1	(2) Year 2	(3) Year 3	(4) Year 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"/>

**DO NOT
ENTER
BUDGET
CONTENT**



Salary Limitation

Please note that effective **January 14, 2024**, the salary rate limitation applicable to RWHAP domestic grants and cooperative agreements increased from \$212,100 to **\$221,900**.

- As required by law, “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.



Please refer to page **29** of the NOFO and **18 to 19** of the [SF-424 Application Guide](#)



Salary Rate Limitation Example

- Individual's actual base 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: \$221,900.

50% of time will be devoted to the project	
Direct salary	\$110,950
Fringe (25% of salary)	\$27,737
Total amount	\$138,687



Please refer to the [SF-424 Application Guide](#) pages 18 to 19



Attachments

Attachment 1: Federally negotiated indirect cost rate

Attachment 2: Biographical sketches

Attachment 3: Program specific line-item budget

Attachment 4: Staffing plan & job descriptions for key staff

Attachment 5: Work Plan

Attachment 6: Letters of Agreement & Memoranda of Understanding (If applicable)

Attachments 7-15: Other Relevant Documents (If applicable)

Please be sure to:

- Upload attachments in the order specified in the application package
- Label each attachment clearly.

Unless otherwise noted, attachments count toward the page limit.



Please refer to pages 30 to 32 of the NOFO



Other Required Forms

You will need to complete some required forms. Upload the following forms at Grants.gov. You can find them in the NOFO [application package](#) or review them and any available instructions at [Grants.gov Forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application.
Budget Information for Non-Construction Programs (SF-424A)	With application.
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application or before award.
Key Contacts	With application.
Grants.gov Lobbying Form	With application.
Project/Performance Site Location(s) (SF-P/PSL)	With application.



Please refer to page 32 of the NOFO



Page Limit Redaction Policy **New**

- There is a new policy on how HRSA processes incoming applications that exceed the page limitation stated in the NOFO.
- Applications that exceed the page limit will still be reviewed for completeness and eligibility. What is new is that when that page limit is reached, all remaining pages of the application will be redacted and *neither HRSA program staff nor reviewers conducting the objective review will be able to view any content on these pages*.
- To minimize page **limit** errors, a checklist is attached to this NOFO as Application Checklist. This document is intended to assist you in tracking the page count of your application to determine if it exceeds the page limit.
- DO NOT SUBMIT THE APPLICATION CHECKLIST WORKSHEET WITH YOUR APPLICATION



Refer to page **43** of the NOFO and pages **48** to **49** of the [SF-424 Application Guidance](#)



Application Writing Help

- Visit HHS [Tips for Preparing Grant Proposals](#).
- Visit [HRSA's How to Prepare Your Application](#) page for more guidance.
- 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 Part D WICY Supplemental Funding**).
- Refer to section 4.7 of the [SF-424 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!



Please Refer to page 14 of the NOFO, and 49 of the [SF-424 Application Guide](#)



Application Review

We review each application to make sure it meets basic requirements. We will not consider an application that:

- Is from an organization that does not meet all eligibility criteria.
- Requests funding above the award ceiling shown in the funding range.
- Is submitted after the deadline.

Also, we will not review any pages over the 25-page limit.



Please refer to page 34 of the NOFO



Merit Review

A panel reviews all applications that pass the initial review. The members use the criteria below.

Criterion	Total number of points = 100
1: Need	20 points
2: Response	25 points
3: Evaluative Measures	10 points
4: Impact	15 points
5: Resources/Capabilities	10 points
6: Support Requested	20 points



Please refer to pages 34 to 38 of the NOFO



Risk Review

Before making an award, we review the risk that you will not manage federal funds in prudent ways. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We:

- Review any applicable past performance
- Review audit reports and findings
- Analyze the cost of the budget
- Assess your management systems
- Ensure you continue to be eligible
- Make sure you comply with any public policies

We may ask you to submit additional information.



Please refer to page 38 of the NOFO



Reporting

If you are successful, you will have to follow the reporting requirements Section 6 of the [Application Guide](#). The NOA will provide specific details.

- You must also follow these program-specific reporting requirements:
- Recipient must submit information related to the competing supplement as part of the RWHAP Part D WICY report narrative. Refer to [HRSA-22-037](#); [HRSA-22-156](#) for details on the Non-Competing Continuation Renewal Submission. Additionally, a final report is due 90 days after the period of performance ends. The final report collects:
- Information relevant to program-specific goals and progress on the work plan (for example, number of clients served, partnerships)
- Performance measurement data on [HIV care continuum](#) stages (to include baseline data and numerator/denominator for each HIV care continuum stage)



Refer to page 46 of the NOFO, and Section 6 [SF-424 Application Guide](#)



Reporting, continued

- Impact of the overall project
- The degree to which the recipient achieved the mission, goal, and objectives outlined in the program
- Recipient accomplishments
- Barriers encountered
- Responses to summary questions regarding the recipient's overall experiences during the 1-year period of performance.
- Recipients will be expected to provide end-of-the-period of performance outcome data and demonstrate the impact of the project's activity.

Further information will be available in the NOA.



Refer to page 46 of the NOFO, and Section 6 [SF-424 Application Guide](#)



Application Submission and Deadlines

- Your application must be electronically submitted through [Grants.gov](https://www.Grants.gov) no later than *May 13, 2024, 11:59 pm ET*.
- Make sure your application passes the [Grants.gov](https://www.Grants.gov) validation checks. Do not encrypt, zip, or password-protect any files.
- We recommend submission of the application at least four business days before the due date.
- Neither your project officer nor anyone in HAB can assist you with submitting your application. All support for submitting your application is provided by [Grants.gov](https://www.Grants.gov).



Tracking Grants.gov Submissions

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

SF424 Application Guide, section 8.2.5



Grants.gov Contact Information

- When to contact [Grants.gov](https://www.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>



Contacts & Support

Applicants who need additional information may contact:

Program & Eligibility	Financial & Budget
Lillian Bell Branch Chief, Division of Community HIV/AIDS Programs Email: AskPartD@hrsa.gov	Kimberly Dews Grants Management Specialist, Division Grant Management Operations Email: kdews@hrsa.gov



Q&A - Your Questions are Welcome!



Send Questions To: AskPartD@hrsa.gov
Presentation Available On: TargetHIV
<https://targethiv.org/>



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