



Ryan White HIV/AIDS Program Part B ADAP Emergency Relief Funds HRSA-22-035

Pre-Application Technical Assistance Webinar
August 18, 2021

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HIV/AIDS Bureau (HAB)

Vision: Healthy Communities, Healthy People



Agenda

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



Acronyms

- ADAP—AIDS Drug Assistance Program
- ADAP ERF—ADAP Emergency Relief Funds
- CQM – Clinical Quality Management
- DUNS – Data Universal Numbering System
- EHB – Electronic Handbooks
- EHR – Electronic Health Records
- GMS – Grants Management Specialist
- HAB – HIV/AIDS Bureau
- MIS – Management Information System
- NOFO – Notice of Funding Opportunity
- PO – Project Officer
- RWHAP – Ryan White HIV/AIDS Program
- SAM – System for Award Management
- UEI – Unique Entity Identifier



HRSA's HIV/AIDS Bureau (HRSA 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.



Objectives

- To discuss the FY 2022 Ryan White HIV/AIDS Program (RWHAP) Part B ADAP ERF NOFO.
- Provide pre-application technical assistance (TA) to RWHAP Part B recipients.
- Answer questions related to the NOFO.



Announcements

Susan Robilotto, D.O.

Director, Division of State HIV/AIDS Programs

HRSA HIV/AIDS Bureau



Question and Answer Session for Announcements



HRSA-22-035 Technical Assistance Webinar

CAPT Kathleen M. Edelman

Project Officer

Division of State HIV/AIDS Programs



Purpose

ADAP ERF awards are intended for states/territories that demonstrate the need for additional resources to prevent, reduce, or eliminate ADAP waiting lists, including through cost-containment measures (for example, the provision of health care coverage assistance).

HRSA will base ADAP ERF awards upon your ability to successfully demonstrate need for additional funding. An external objective review committee (ORC) will evaluate this need based on criteria published in this notice of funding opportunity (NOFO), with priority given to addressing existing waiting lists.

Please refer to page 1 of the NOFO



Award Information

- Approximately \$75,000,000 is available to fund up to 25 applicants
- Applicants may request funding amounts of up to \$7,000,000 for the project period (April 1, 2022 through March 31, 2023). Requests exceeding this amount will be deemed nonresponsive and will not be considered.

Please refer to page 6 of the NOFO



Funding Preference

- Applicants will receive funding preference if you demonstrate within the application that you have a current ADAP waiting list, or if by January 15, 2022 you notify the Director of the Division of State HIV/AIDS Programs that you have started a waiting list.
- Applicants receiving the preference will be placed in a more competitive position among applications that can be funded. Applications that do not receive a funding preference will receive full and equitable consideration during the review process. HRSA staff will determine the funding factor and will grant it to any qualified applicant that demonstrates they meet this criteria.

Please refer to pages 25 to 26 of the NOFO



Eligibility Information

Eligible applicants are limited to RWHAP Part B states/territories that:

- reported to HRSA an existing ADAP waiting list or have used the ADAP ERF funds to prevent, reduce, or eliminate an ADAP waiting list between January 2011 and July 2021,
- need additional funding for a projected increase in treatment needs aligned with ending the HIV epidemic in the U.S.,

or

- need additional funding for other unanticipated increases in the number of clients in the program due to new diagnosis, re-engagement in care, client loss of income, and/or client loss of health care coverage.

Foreign entities are not eligible to apply.

Cost sharing/matching is not required.

Please refer to page 7 of the NOFO



Application and Submission Information

Two Components of the NOFO:

- 1) *HRSA-22-035, AIDS Drug Assistance Program (ADAP) Emergency Relief Funds (ERF)* 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/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

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 Abstract

In addition to the information listed in the Section 4.1.ix of HRSA's [SF-424 Application Guide](#), provide brief updated information, in this order:

- General demographics of the state/territory
- Demographics of the populations with HIV in the state/territory
- Brief description of the State ADAP and key environmental factors impacting the program
- Description of the need for additional resources to prevent, reduce, or eliminate waiting lists and to address cost-containment measures (including “cost-cutting” and/or “cost-saving”) or to address a current or projected increase in treatment needs aligned with ending the HIV epidemic or other unanticipated increases in the number of clients in the program due to new diagnose, re-engagement in care, loss of income, and/or loss of health care coverage
- Description of the planned use of ADAP ERF, if received

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

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



Project Narrative

Sections:

- Introduction
- Needs Assessment
- Methodology
- Work Plan
- Resolution of Challenges
- Evaluation and Technical Support Capacity
- Organizational Information

Please refer to pages 10 to 17 in the NOFO



Project Narrative - Introduction

This introduction section should briefly describe how you will utilize RWHAP ADAP ERF funds in support of preventing, reducing, or eliminating a waiting list, including through cost-cutting or cost-savings measures or to address a current or projected increase in treatment needs aligned with ending the HIV epidemic in the U.S. during the period of performance or other unanticipated increases in the number of clients in the program due to new diagnosis, re-engagement in care, loss of income, and/or loss of health care coverage.

Please refer to page 10 in the NOFO



Project Narrative – Needs Assessment

The purpose of this section is to demonstrate the need for additional resources to meet the projected ADAP client service needs for FY 2022.

- A. State/Territory's ADAP Profile
- B. Factors Affecting State ADAP Capacity to Meet Need

Please refer to pages 10 to 13 in the NOFO



Project Narrative - Methodology

ADAP Average Annual Client Costs and Forecasting

Provide a calculation of the projected average cost per client for medication assistance and/or health care coverage for the FY 2022 ADAP ERF project period (April 1, 2022 through March 31, 2023).

Important Note: You do not need to provide an average cost per client for a type of assistance for which you are not requesting funding.

Please refer to pages 13 to 14 of the NOFO



Project Narrative – Work Plan

Describe the steps that you will take to carry out each of the activities proposed during the entire work period. Please present this in the form of a work plan (HRSA suggests a table format), which is uploaded as **Attachment 1**, and a narrative.

- A. Planned Services and Work Plan
- B. Planned Services and Work Plan Narrative
- C. Anticipated Impact of ADAP ERF
- D. Monitoring

Please refer to pages 14 to 15 of the NOFO



Project Narrative – Work Plan

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

SPECIFIC

MEASURABLE

ATTAINABLE

REALISTIC &

TIME SENSITIVE



Sample Work Plan - Table

Ryan White HIV/AIDS Program FY 2021 ADAP Emergency Relief Funds (X09) Revised Work Plan Template				
Section A. Identifying Information				
Recipient name:				
Person preparing this report:				
Preparer's phone number:				
Section B. Planned Expenditure Summary				
				Amount Budgeted
1. Planned Expenditures by Service Category (Section C)				\$0
2. Planned Expenditures by Cost-Containment Measure/Initiatives (Section D)				\$0
3. Recipient Administrative Costs				
Total Amount Requested:				\$0
Section C. Planned Expenditures by Service Category				
Services	Service Unit Description	# of Service Units	# of Clients	Amount Budgeted
1. Purchase ADAP Medications	1 Prescription			\$0
2. Purchase of Health Insurance Premiums	1 Coverage Month			\$0
3. Payment of Medication Co-payments, Deductibles or Co-insurance	1 Payment			\$0
Total Planned Expenditures by Service Category(Reported in Section B):				\$0
Section D. Planned Expenditure by Cost-Containment Measure/Initiative				
Cost-Containment Initiative			Date Initiated mm/dd/yy	Amount Budgeted
1.				\$0
2.				\$0
3.				\$0
4.				\$0
5.				\$0
Total Planned Expenditures by Cost-Containment Measure(reported in Section B):				\$0



Project Narrative – Resolution of Challenges

State/Territory Actions to Address ADAP Challenges

- 1) Improved Program Efficiencies
- 2) Improved Ability to Enroll Clients in Other Payor Sources
- 3) Reallocation of Resources
- 4) Increased Rebates and Program Income

Please refer to page 16 of the NOFO



Project Narrative – Organizational Information

A. ADAP Oversight/Administration

Provide a brief narrative that describes the organizational structure and resources that contribute to the administration of the ADAP in maintaining compliance with legislative requirements and program expectations, including those of ADAP ERF funding. Include an organizational chart for the ADAP as **Attachment 5**.

B. Compliance with Reporting Requirements

Describe how you will be able to meet reporting requirements by tracking and reporting ADAP ERF specific expenditures and client utilization.

Please refer to page 17 of the NOFO



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

See pages 17 to 18 in the NOFO, and 18 to 32 in the SF424 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

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

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:					



Salary Limitation

The Consolidated Appropriations Act, 2021 (P.L. 116-260), 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.



Funding Restrictions

In addition to the general restrictions included in Section 4.1.iv of the [SF-424 Application Guide](#), the NOFO identifies 10 additional funding restrictions.

There are three funding restrictions that are unique to ADAP ERF:

- Any costs unallowable under the ADAP service category (as defined in PCN 16-02).
- Planning and evaluation activities as defined by the RWHAP Part B.
- Clinical quality management.

Please refer to pages 21 to 22 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.
- Unless otherwise noted, attachments count toward the page limit.

Please refer to pages 18 to 19 of the NOFO



Attachments

- Attachment 1: Work Plan
- Attachment 2: Staffing Plan and Job Descriptions for Key Personnel
- Attachment 3: Biographical Sketches of Key Personnel
- Attachment 4: Agreement and Compliance Assurances
- Attachment 5: ADAP Organizational Chart
- Attachments 6 – 15: Other Relevant Documents (Not Required)



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 5 review criteria:

Criteria	Points
Criterion 1: Need	25
Criterion 2: Response	40
Criterion 3: Impact	10
Criterion 4: Resources/Capabilities	10
Criterion 5: Support Requested	15
Total Points	100



Application Package: Where is it?

- On HRSA's website at www.hrsa.gov/grants
 - Click on the NOFO “apply at Grants.gov” link
- 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



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 Part B ADAP ERF](#)).
- 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	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 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 GRANTXXXXXXXXXX.”



Reminders

- Your application must be electronically submitted through and successfully validated by Grants.gov no later than **October 25, 2021, 11:59 pm ET**.
- 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

Susan Robilotto, D.O.

Director, DSHAP

HRSA HIV/AIDS Bureau

SRobilotto@hrsa.gov

(301) 443-6554

Grants Contact

Nancy Gaines

Grants Management Specialist

HRSA Office of Federal Assistance Management

NGaines@hrsa.gov

(301) 443-5382



Thank You and Questions



Contact Information

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