Ryan White HIV/AIDS Program
Integrated HIV/AIDS Planning and Resource Allocation

Pre-Application Technical Assistance Webinar

HRSA-23-054

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Vision: Healthy Communities, Healthy People

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.

Agenda

- Purpose of Funding Opportunity
- Award Information
- Eligibility
- Application and Submission Information
- Application Review Information
- Application Submission Tips
- Question and Answer

Purpose

- The purpose of this cooperative agreement is to provide tools, training and technical assistance to Ryan White HIV/AIDS Program (RWHAP) Parts A and B recipients and their planning bodies regarding the following:

  1. Integration of HIV planning across systems of HIV prevention and care within their jurisdiction; and

  2. Development, implementation, monitoring, evaluation, and improvement of Integrated HIV Prevention and Care Plans (Integrated Plans), including the Statewide Coordinated Statement of Need (SCSN).

Purpose - Continued

The funded entity will work in collaboration with HRSA HAB and the Centers for Disease Control and Prevention (CDC) on a national scale to achieve the following goals:

- Develop strategies, tools, training, and technical assistance (TA) for RWHAP Part A and B recipients and planning bodies to support the development, implementation, monitoring, evaluation, and improvement of Integrated Plans/SCSNs.

- Collaborate with CDC's capacity building assistance (CBA) providers in providing TA to HRSA recipients and CDC grantees on relevant HIV prevention & care planning content areas.

- Support RWHAP Part A & B recipients and planning bodies in establishing effective integrated planning processes, maximizing collaboration within and across jurisdictions at a state or territory level, and obtaining meaningful community engagement.

- Establish measures and methods for obtaining feedback from RWHAP Parts A and B recipients and their planning bodies, evaluating the process and outcome of cooperative agreement activities, and using feedback and evaluation findings to improve future work.

- Identify, describe, and disseminate through cooperative agreement activities required under this notice of funding opportunity (NOFO), the common challenges, successes, and promising or best practices among RWHAP Part A and B recipients and planning bodies in their integrated planning processes, and in their attainment of goals outlined in Integrated Plans/SCSNSCSNs.

Award Information

- Funding will be provided through a *cooperative agreement.*

- Approximately $*700,000* is available to fund up to *one* applicant.

- Applicants may request funding amounts of up to $*700,000* for each year of the project period, *July 1, 2023 through June 30, 2027* (4yrs). Requests exceeding this amount will be deemed nonresponsive and will <u>not</u> be considered.

Please refer to page 8 of the NOFO

Eligibility Information

- Eligible applicants include: *National organizations; State, local, and Indian tribal governments; institutions of higher education; other non-profit organizations (including faith-based, community-based, and tribal organizations); and academic health science centers.*

  See Section III.1 of this notice of funding opportunity (NOFO) for complete eligibility information.

- Cost sharing/matching is not required.

Please refer to page 9 of the NOFO

Application and Submission Information

HRSA *requires* you to apply electronically. HRSA encourages you to apply through Grants.gov using the SF-424 workspace application package associated with this notice of funding opportunity (NOFO) following the directions provided at Grants.gov: HOW TO APPLY FOR GRANTS. If you use an alternative electronic submission, see Grants.gov: APPLICANT SYSTEM-TO-SYSTEM.

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** (Refer to Section 4.1.ix of HRSA's SF-424 Application Guide)
- **Project Narrative**
- **SF-424A Budget**
- **Budget Narrative (uploaded to the Budget Narrative Attachment Form)**
- **Attachments** (Section vi. of NOFO)

Project Abstract

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

See page 11 in the NOFO

Project Narrative

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

Please refer to pages 11 to 17 in the NOFO

Project Narrative - Introduction

- Briefly describe the purpose of the proposed project.

Please refer to page 12 in the NOFO

Project Narrative - Needs Assessment

- Describe your understanding of and your relevant work related to the Ending the HIV Epidemic (EHE) initiative, the National HIV/AIDS Strategy (NHAS), the HIV care continuum, data sharing and integration, and implementation of evidence-informed interventions.

- Describe the current state of HIV prevention and care planning, and an assessment of challenges and opportunities facing RWHAP Part A and B recipients and planning bodies that may impact the proposed project..

- Discuss why RWHAP Part A and B recipients and planning bodies may need the strategies, tools, training, TA, and other support provided through the proposed project. Use and cite data whenever possible to support the information provided.

Please refer to page 12 in the NOFO

Project Narrative - Methodology

- Discuss the methods and approaches you will use to address the stated purpose in Section I.1., and fulfill each of the key objectives listed in Section II.1. of this NOFO.

- Describe how you will support RWHAP Part A and B recipients and planning bodies in establishing effective integrated planning processes, maximizing collaboration within and across progress and jurisdictions at a state or territory level, and obtaining meaningful community engagement..

- Describe how you will support RWHAP Part A and B recipients and planning bodies in obtaining and using data and information regarding HIV resources, HIV service utilization, and the impact of HIV at a community or group level.

- Describe how you will identify best practices in integrated HIV prevention and care planning, including potential selection criteria.

- Discuss why the methodology chosen is appropriate for this project and how the chosen methodology aligns with the overview provided in the Needs Assessment section and will contribute to the success of the proposed project over the entire project period.

Please refer to page 12 to 14 in the NOFO

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Project Narrative - Work Plan

- Describe action steps to implement the methods discussed in the Methodology section, including approaches for:
  - Project implementation
  - Dissemination
  - Sustainability
  - Meaningful collaboration
- Identify and describe the type and number of TA recipient resources to be developed
- Develop a time-framed and measurable work plan in table format that corresponds with the work plan narrative and include as Attachment 1.

Please refer to page 14 of the NOFO

Project Narrative - Work Plan (Continued)

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

SPECIFIC

    MEASURABLE

        ACHIEVABLE

           REALISTIC &

               TIME FRAMED!

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Project Narrative – Resolution of Challenges

- Discuss challenges likely to encounter in designing and implementing the activities in the work plan, and approaches to resolve such challenges.

- Discuss challenges with collaborating with federal agencies, federally-funded programs, and other key partners and to maintaining engagement of RWHAP Part A and B recipients and planning bodies.

Please refer to page 14 of the NOFO

Project Narrative - Evaluation and Technical Support Capacity

- State the anticipated or intended outcome or impact of proposed activities.

- Discuss the plan for the program performance evaluation.

- Describe how the proposed evaluation plan will determine success.

- Describe monitoring processes, tracking of progress, objective modifications, and measuring outcomes over time.

- Identify specific performance measures and corresponding benchmarks to use to support process, outcome and/or impact evaluation.

Please refer to page 15 of the NOFO

Project Narrative - Evaluation and Technical Support Capacity (Continued)

- Identify data collection and analytical strategies, methods, systems, tools, and/or techniques that will be used.

- Describe the process for sharing evaluation findings, best practices, and/or accomplishments with key stakeholders.

- Describe the use of evaluation findings to support continuous quality improvement.

- Describe the current experience, technical knowledge, and skills of evaluation staff/contractors.

- Describe any potential obstacles for implementing the program performance evaluation and how will address.

Please refer to page 15 of the NOFO

Project Narrative - Organizational Information

- Describe the ability, capacity, expertise, and past experience held by your organization and any subcontractors/partners/collaborators that demonstrate an ability to fulfill the stated purpose in Section I.1.Provide information on current mission, values, structure, and scope of work.

- Describe past performance managing collaborative federal grants at the national level.

- Demonstrate a minimum four-year history of experience doing the proposed work on a national scale.

Please refer to pages 15 to 16 of the NOFO

Project Narrative - Organizational Information (Continued)

The applicant should provide the following:

- A staffing plan and job descriptions for key personnel as Attachment 2.

- Biographical sketches of key personnel as Attachment 3.

- An organizational chart as Attachment 4.

- Any relevant letters of agreement or contract documents exhibiting partner commitment to the proposed project as Attachment 5.

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Sample Staffing Plan

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

Budget Requirements

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

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

2. Program-specific line item budget for each year of the four-year project period (*Insert Attachment 7*). If indirect costs are included in the budget, please attach a copy of the organization's indirect cost rate agreement as Attachment 8.

3. Budget justification narrative

See page 16 in the NOFO

Budget Requirements: SF-424A

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	$	$	$	$	$

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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:

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Salary Limitation

Please note that the salary rate limitation applicable to RWHAP domestic grants and cooperative agreements increased from $199,300 to $203,700.

- As required by the Consolidated Appropriations Act, 2022 (P.L. 117-103), Division H, § 202, "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."

- 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

The General Provisions in Division H of the Consolidated Appropriations Act, 2022(P.L. 117-103) apply to this program. See Section 4.1 of HRSA's SF-424 Application Guide for additional information.

Funds cannot be used for the following:
- Charges that are billable to third party payers;
- To directly provide housing or health care services that duplicate existing services;
- Clinical research;
- Provision of direct health care;
- International travel;

Please refer to pages 20 to 21 of the NOFO

Funding Restrictions (Continued)

- Pre-Exposure (PrEP) or non-occupational post-exposure prophylaxis (nPEP);

- HIV test kits;

- Cash payments to intended recipients of services;

- Syringe Services Programs (SSP) – Purchase of sterile needles or syringes for the purposes of hypodermic injection of any illegal drug;

- Development of materials designed to directly promote or encourage intravenous drug use or sexual activity, whether homosexual or heterosexual;

- Purchase or improvement of land; and

- Purchase, construction, or major alterations or renovations on any building or other facility.

Please refer to pages 20 to 21 of the NOFO

Attachments

List of Attachments can be found in Section IV. 2. vi. 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 <u>count</u> <u>toward the page limit</u>

Please refer to pages 17 to 18 of the NOFO

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Summary of Attachments

Attachment Number	Description
Attachment 1	Work Plan Table
Attachment 2	Staffing Plan and Job Descriptions for Key Personnel
Attachment 3	Biographical Sketches of Key Personnel
Attachment 4	Project Organizational Chart
Attachment 5	Letters of Agreement, Memoranda of Understanding (MOU), and/or Description(s) of Proposed/Existing Contracts (project-specific)
Attachment 6	Tables, Charts, etc.
Attachment 7	Program Specific Line Item Budget
Attachment 8	Indirect Cost Rate Agreement, if applicable
Attachments 9-15	Other Relevant Documents

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.

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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	10
Criterion 2: Response	40
Criterion 3: Evaluative Measures	10
Criterion 4: Impact	15
Criterion 5: Resources/Capabilities	20
Criterion 6: Support Requested	5
Total Points	100

Please refer to pages 21 to 25 of the NOFO

Application Review Crosswalk

Review Criteria correspond to the applicant's written response to the Project Narrative and required attachments:

Project Narrative Section	Review Criteria
Introduction	(1) Need
Needs Assessment	(1) Need
Methodology	(2) Response
Work Plan	(2) Response and (3) Impact
Resolution of Challenges	(2) Response

Please refer to page 10 to 13 of the NOFO

Application Review Crosswalk (Continued)

Review Criteria correspond to the applicant's written response to the Project Narrative and required attachments:

Project Narrative Section	Review Criteria
Evaluation and Technical Support Capacity	(3) Impact, and (4) Resources/Capabilities and (5) Support Requested
Organizational Information	(4) Resources/Capabilities and (5) Support Requested
Budget Narrative	(5) Support Requested

Please refer to pages 11 to 17 of the NOFO

Application Package: Where Is It?

- At www.grants.gov
    - Search by opportunity number (HRSA-23-054), or
    - Assistance Listings Number: 93.145

- You (the applicant organization/agency) are responsible for reading and complying with the instructions included in HRSA's SF-424 Application Guide.

- HRSA **requires** you to apply electronically. HRSA encourages you to apply through Grants.gov using the SF-424 workspace application package associated with this NOFO following the directions provided at [Grants.gov: HOW TO APPLY FOR GRANTS](Grants.gov).

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 [insert name] Program</u>).
- 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

  Telephone: 1-800-518-4726 (International callers dial 606-545-5035)

  Email: support@grants.gov

  Self-Service Knowledge Base

Reminders

- Your application must be electronically submitted through and successfully validated by Grants.gov no later than _January 19, 2023_, 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:

    Dr. Susan Robilotto

    Tel: (301) 443-6554

    Email: Srobilotto@hrsa.gov

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

    Nancy Gaines

    Tel: (301) 443-5382

    Email: NGaines@hrsa.gov

Q&A - Your Questions are Welcome!

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

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