Ryan White HIV/AIDS Program Part F Regional AIDS Education and Training Center (AETC) Program (HRSA-24-059)
# Pre-Application Technical Assistance Webinar
November 16, 2023

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HIV/AIDS Bureau (HAB)

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.

  - The audio and camera features are disabled.

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

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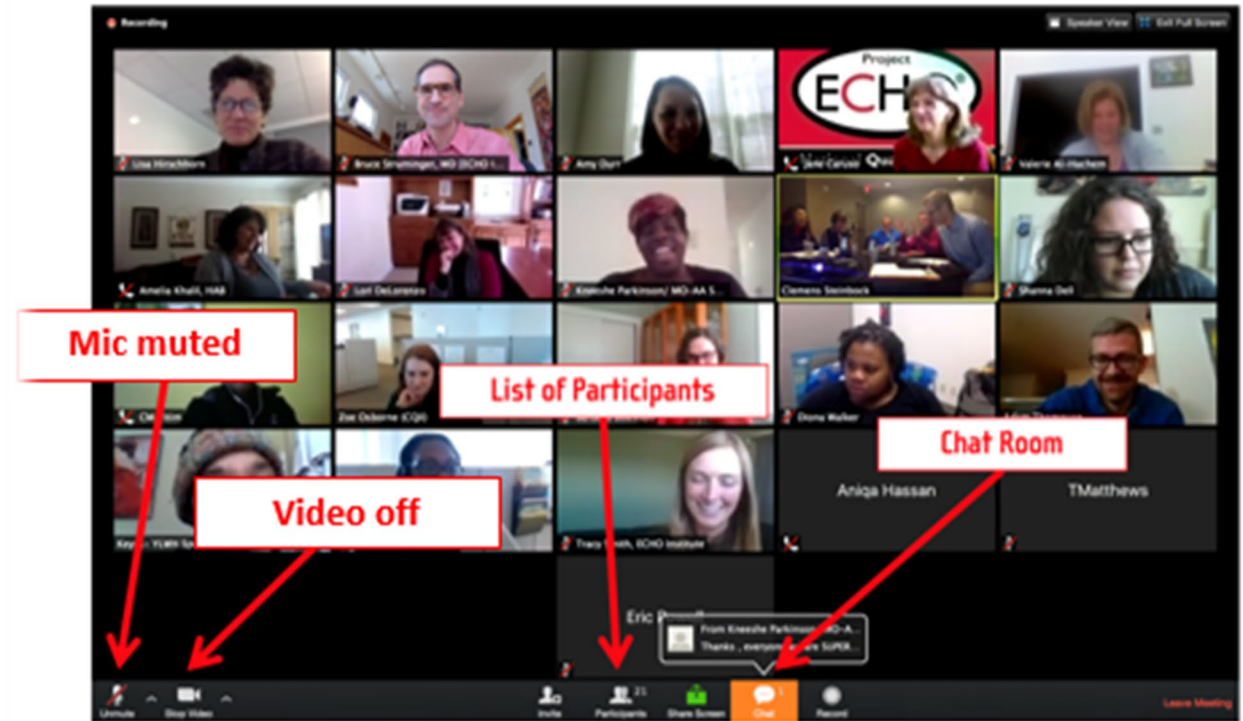
Agenda

- HIV/AIDS Bureau (HAB) Vision and Mission
- Purpose of Funding Opportunity
- Award Information
- Eligibility Information
- Application and Submission Information
- Program Requirements and Expectations
- Budget
- Application Review Information
- Application Submission Tips
- Contact Information
- Question and Answer

Acronyms

- AETC- AIDS Education and Training Center
- CFR – Code of Federal Regulations
- CEE – Capability and Expertise Expansion
- EHB – Electronic Handbooks
- EHE – Ending the HIV Epidemic
- FH – Foundations HIV
- GMS – Grants Management Specialist
- HAB – HIV/AIDS Bureau
- HRSA-Health Resources and Services Administration

- IPE – Interprofessional Education
- MAI – Minority AIDS Initiative
- NOFO – Notice of Funding Opportunity
- PO – Project Officer
- PT – Practice Transformation
- RWHAP – Ryan White HIV/AIDS Program
- SAM – System for Award Management
- SF- Standard Form
- UEI – Unique Entity Identifier

HRSA's 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 AETC Program consists of a network of HIV experts who, collectively, work to increase and support a workforce capable of and who intend to provide care and treatment to people with or at-risk of HIV.

- The aim of the program during the next five-year period of performance (July 1, 2024 – June 30, 2029) is to build on the previous work and successes of the AETC program and their local partners and implement a modernized and strengthened program framework based on industry standards.

Please refer to page 1 of the NOFO (HRSA-24-059)

Purpose of Funding Opportunity
Foundational Changes to the Program

1. The establishment of new and clearly defined goals, objectives, and data reporting requirements to promote quality improvement, and increase performance improvement across programs.

2. An increased emphasis on building and maintaining partnerships with RWHAP recipients and health care and health professional organizations.

3. The incorporation of evidenced-based strategies to inform regional programs and target training in areas of high need.

4. The use of structured MAI activities that increase the Regional AETCs ability to support minority-serving providers and organizations, and ensure the HIV workforce includes providers with different backgrounds or experiences.

5. Providing training programs using contemporary methods and modalities, and adult learning techniques to strengthen the HIV workforce.

Please refer to page 1 of the NOFO (HRSA-24-059)

Goals of the AETC Program
Building HIV Care and Prevention Capacity

Goal 1: Expand the number and diversity of health care team members providing HIV care and prevention services

1.1 Increase the number of health care team members providing HIV care and treatment in both clinical and support roles

1.2 Increase the number of health care team members that reflect characteristics of the communities served

1.3 Increase the number of health care professionals providing HIV care and prevention services to at-risk or underserved populations

1.4 Increase the number of health professional trainees specializing in HIV care and prevention

1.5 Increase the number of faculty able to develop and implement training in HIV-related content for students in health professional programs

Please refer to page 55 (Appendix C) of the NOFO (HRSA-24-059)

Ryan White HIV/AIDS Program

Goals of the AETC Program
Building HIV Care and Prevention Capacity

Goal 2: Expand the ability of health care team members to provide effective HIV care and prevention services
2.1 Increase the number of health care professionals able to implement federal HIV-related care/treatment/prevention guidelines and evidenced-based approaches to HIV diagnosis, prevention, and care **2.2** Increase the number of training offerings that incorporate different delivery modes of learning **2.3** Increase the number of prescribing health care professionals participating in training tracks designed to develop specific levels of knowledge and skills in HIV care and prevention **2.4** Increase cultural competence and health equity integration into clinical curriculum and training

Please refer to page 55 (Appendix C) of the NOFO (HRSA-24-059)

Goals of the AETC Program
Promoting Health Equity

Goal 3: Improve health equity by integrating HIV care and prevention in primary care and other health care settings that provide services to underserved populations

3.1 Increase the number of health care providers working in geographically underserved regions trained to provide HIV care and prevention services

3.2 Expand the number of minority-serving health care facilities providing routine HIV testing, prevention, and care

3.3. Increase the number of facilities that provide care to populations most at risk for HIV participating in practice transformation activities designed to enhance the delivery of HIV care and prevention

Please refer to page 55 (Appendix C) of the NOFO (HRSA-24-059)

Goals of the AETC Program
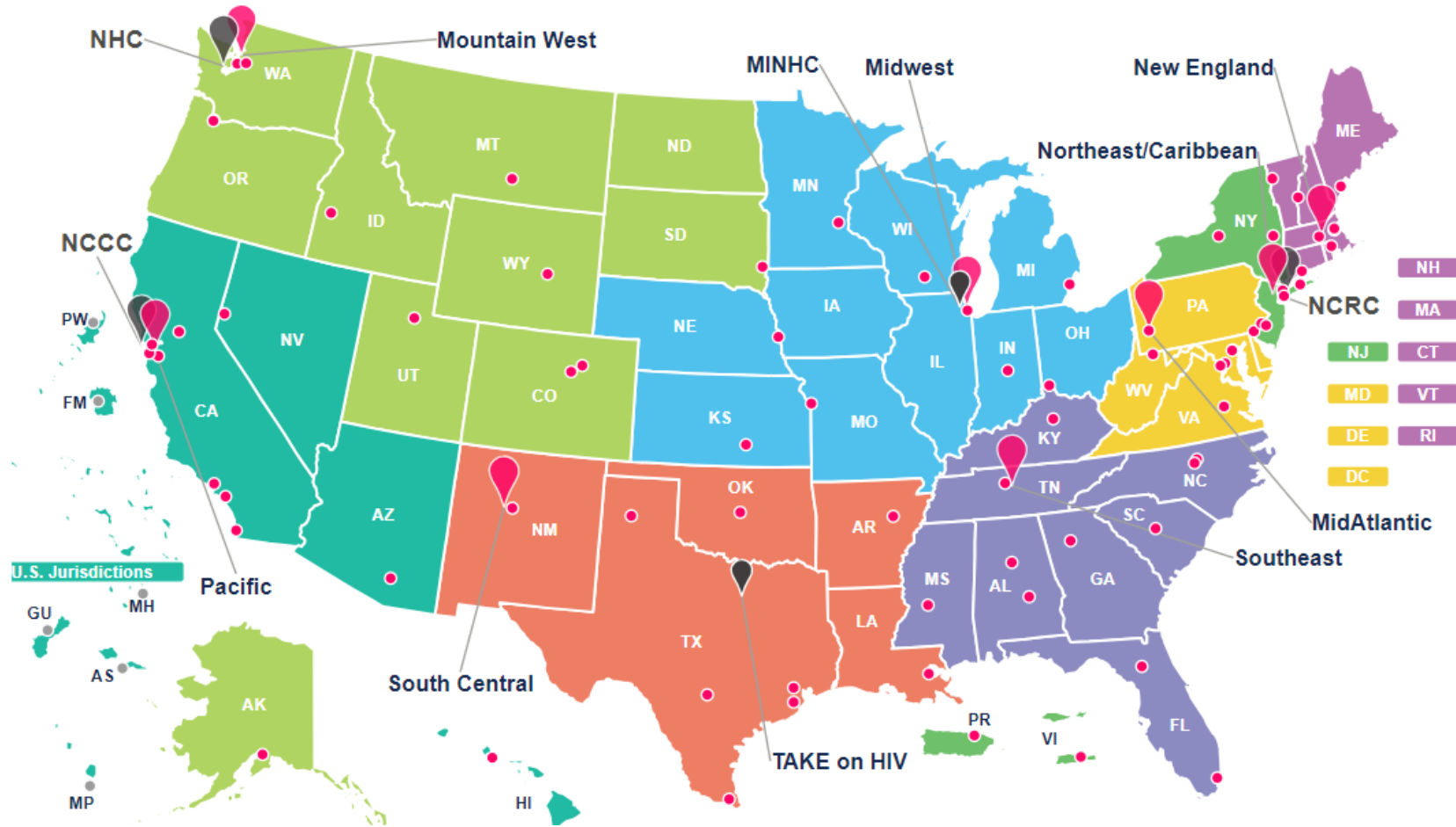## Building Program Capacity

Goal 4: Enhance the capacity of the RWHAP AETC Program to train health care team members to serve people at risk for or with HIV
4.1 Increase engagement and partnerships with all RWHAP- funded programs

Please refer to page 55 (Appendix C) of the NOFO (HRSA-24-059)

AETC Program Framework

Please refer to pages 3-4 of the NOFO (HRSA-24-059)

Regional AETC Base Program Components

1) **Regional Base Program**

   - Foundations of HIV (FH)
   - Capability and Expertise Expansion (CEE)
   - Practice Transformation (PT)
   - Interprofessional Education (IPE)

2) **Minority AIDS Initiative (MAI)**

3) **Ending the HIV Epidemic in the US (EHE) Initiative**

Please refer to pages 2-3 of the NOFO (HRSA-24-059)

Award Information

- Funds will be awarded in the form of a grant.

- This funding includes:

  - **Regional Base Program funds:** $19,000,000

  - **MAI** - $9,000,000

  - **EHE** - $9,000,000

- Period of performance: July 1, 2024 through June 30, 2029 (five years)

Please refer to pages 8-10 and Appendix A of the NOFO (HRSA-24-059)

Eligibility Information

- Eligible applicants include:

  o Public or private, nonprofit

  o School or academic health science center

  o Community-based

  o Tribal (government, organizations)

- Other eligibility requirements

Please refer to pages 10-11 of the NOFO (HRSA-24-059)

Application and Submission Information

Two Components of the NOFO:

1. *HRSA-24-059, Regional AIDS Education and Training Center (AETC) Program* 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

Please refer to pages 11-12 of the NOFO (HRSA-24-059)

Program Requirements and Expectations

1. Implement the four (4) core components of the Regional Base Program

2. Implement activities to support the Ending the HIV Epidemic Initiative

3. Implement workforce training and capacity building activities under the Minority AIDS Initiative

4. Strengthen Partnership and Collaboration with other RWHAP Parts, Federal and non-Federal Entities

5. Ensure qualified staff and expertise for each component of your program.

6. Evaluate Program Effectiveness using Defined Objectives and Performance Measures as defined by HRSA

7. Adhere to Content Development Guidelines for Training Materials

8. Adhere to General Requirements

Please refer to pages 13-22 of the NOFO (HRSA-24-059)

Program Requirements and Expectations: Minority AIDS Initiative (MAI)

Please choose a minimum of three activities in three categories from the following list:

o Interprofessional Education at Minority-Serving Institutions (MSIs) of higher education

o Practice Transformation at Minority-serving health care facilities

o Didactic and clinical training opportunities developed specifically to recruit minority providers into HIV prevention, care and treatment

o HIV curriculum integration of clinical and didactic training at MSIs

o Partner with minority health professional organizations to implement HIV activities into existing programming

Proposed MAI activities are *in addition to and separate from* activities proposed for the Core Grant components of FH, PT, IPE, and CEE.

Please refer to pages 18-19 of the NOFO (HRSA-24-059)

Program Requirements and Expectations (cont.)

General Requirements

- Develop a network of Local Partners to implement AETC activities in the region.

- Utilize your regional needs assessments to identify organizations and personnel in need of training.

- Assess the education and training needs of RWHAP Part A, B, C, D and F recipients for use in program planning

- Minimize the use of large-scale didactic conferences and trainings as a primary training approach.

- Develop skills-building training programs that supports providers participating in Foundations of HIV.

- Promote the use of services provided by the National Centers (the NASC and NCCC) and the NHC.

Please refer to page 22 of the NOFO (HRSA-24-059)

Program Requirements and Expectations (cont.)

HAB Expectations Post-Award

1. RWHAP Part F Regional AETC Orientation

2. Primary Care HIV Prevention (PCHP) Program

3. HRSA Supported Meetings, Conferences, and Trainings

   - The biennial National Ryan White HIV/AIDS Conference (2024, 2026, 2028)

   - Up to two in-person, annual HAB- supported meetings or conferences,

   - Up to six annual (1- in-person and 5 virtual) technical assistance meetings sponsored by the NASC (HRSA-24-099) and,

   - Attendance at the annual RWHAP Clinical Conference by the Clinical Director and key MD/NP/PA training faculty.

4. Participate in NASC-Led Activities (HRSA 24-099)

Please refer to page 23 of the NOFO (HRSA-24-059)

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Application Package

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

Please refer to pages 29-42 of the NOFO (HRSA-24-059)

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 23 of the NOFO and page 34 in the SF-424 Application Guide

Project Abstract

- The abstract **must** include the following information:
  - General demographics for your region
  - Description of proposed project
  - Brief description of key components of the program
    - ✓ Regional Base Program
    - ✓ MAI activities
    - ✓ EHE activities.
  - Planned collaborations with RWHAP Parts A-D and F

Project Narrative

Contains seven (7) sections:

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

Please refer to pages 24-33 of the NOFO (HRSA-24-059)

Project Narrative - Introduction

The introduction should:

- Describe the geographic and demographic makeup of the region HIV care training and technical assistance services will be provided

- Include a discussion of the training needs and current state of the HIV epidemic, service delivery system, composition and distribution of health care professionals included as priority disciplines in this NOFO

Please refer to page 25 of the NOFO (HRSA-24-059)

Project Narrative - Organizational Information

Organizational Description – this section includes:

- Organizational profile

- Organizational chart (submitted as Attachment 5)

- Scope of workforce training and technical assistance work

- Year and level of experience

- Experience with fiscal management of grants and contracts

- Process for allocating funds to Local Partners

- Expertise and capacity of your organization to develop and implement an AETC Regional Program

Please refer to pages 25-26 of the NOFO (HRSA-24-059)

Project Narrative - Organizational Information (cont.)

Management and Staffing Expertise – this section includes:

- Qualifications of key personnel

- Qualifications of staff collecting and analyzing data

- Staffing plan (submitted as Attachment 2)

- Memorandums of Understanding for each Local Partner (submitted as Attachment 4)

Please refer to pages 25-26 of the NOFO (HRSA-24-059)

Project Narrative - Need

Purpose: Demonstrate your organization's understanding of the geographic area, the health care landscape, the training and technical assistance needs for health care team members, and the challenges associated with increasing the HIV care workforce in the region in which you are applying to serve.

- Describe the state of health care systems within the region and the ability to provide quality HIV care.

- Describe the incidence and prevalence of HIV and the extent of the problem by state for the applicant region. Include a description of EHE-funded jurisdictions within your region.

  - In your description, include:

    - The number and type of facilities that currently provide care and treatment for people with HIV as well as facilities that serve people who are at risk for HIV.

    - The number and composition of the priority health professional disciplines in each state.

- Applicants must provide a Map of Your Service Area as Attachment 9

Please refer to page 27 of the NOFO (HRSA-24-059)

Project Narrative - Approach

The Approach is based on the program components identified in this NOFO and the information stated in the Program Expectations and Requirements section.

Applicants must address the following:

1) Assessing Training Needs

2) Identifying Novice and Non-Primary Care Providers

3) Building Provider Skills and Capability

4) Establishing Your IPE Programs

5) Practice Transformation

6) Minority AIDS Initiative

7) Ending the HIV Epidemic

8) Collaborations and Partnerships

Please refer to pages 27-29 of the NOFO (HRSA-24-059)

Project Narrative – Work Plan

Your work plan **must** include:

- Activities or steps to achieve each proposed objective
- Timeline for project period
- Illustrate how your project and beginning operations during the initial project year will be established

Your work plan **should** include:

- Description of your regional base program, MAI and EHE activities in individual sections

Please refer to pages 30-31 of the NOFO (HRSA-24-059)

Project Narrative – Work Plan

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

SPECIFIC

MEASURABLE

ACHIEVABLE

REALISTIC &

TIME FRAMED!

Please refer to pages 30-31 of the NOFO (HRSA-24-059)

Project Narrative – Resolution of Challenges

Discuss challenges that you are likely to encounter in designing and implementing the activities described in the work plan, and approaches that you will use to resolve such challenges.

Please refer to pages 31-32 of the NOFO (HRSA-24-059)

Project Narrative – Evaluation and Technical Support Capacity

- This section will help reviewers understand the performance evaluation plan and processes that will be used to monitor and assess your organization's performance in fulfilling the Program Expectations and Requirements of this NOFO and accomplishing program goals and objectives. Your application should include two plans/process.

  - o Evaluation

  - o Quality 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

3. Budget Narrative

Please refer to pages 33-35 of the NOFO, and pages 18-21 in the SF-424 Application Guide

Budget Requirements

- The directions offered in the SF-424 Application Guide may differ from those offered by Grants.gov.

- Follow the instructions in Section 4.1.iv of HRSA's *SF-424 Application Guide* and the additional budget instructions provided below.

- **Reminder:** The Total Project or Program Costs are the total allowable costs (inclusive of direct **and** indirect costs) you incur to carry out a HRSA-supported project or activity. Total project or program costs include costs charged to the award.

Please refer to pages 33-35 of the NOFO (HRSA-24-059)

Budget Requirements – Program Income

All program income generated as a result of awarded funds must be used for approved project-related activities. The program income alternative applied to the award(s) under the program will be the addition/additive alternative. You can find post-award requirements for program income at 45 CFR § 75.307.

Salary Limitation

- **Effective January 2023, the salary rate limitation is $212,100.** As required by law, salary rate limitations may apply in future years and will be updated.

- As required by the Consolidated Appropriations Act, 2023 (P.L. 117-328), 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."

Budget-SF-424A

BUDGET INFORMATION - Non-Construction Programs

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

View Burden Statement

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.						

Please refer to pages 33-35 of the NOFO, and pages 18-21 in the SF-424 Application Guide

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Budget-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	$	$	$	$	$

Please refer to pages 33-35 of the NOFO, and pages 18-21 in the SF-424 Application Guide

Budget-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:	

Please refer to pages 33-35 of the NOFO, and pages 18-21 in the SF-424 Application Guide

Budget Narrative

The budget narrative should:

- Explain amounts for each line item
- Describe how each item supports proposed objectives
- Include subsequent budget years which differs from year one
- Be concise
- Do not use justification to expand project narrative

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

Please refer to page 35 of the NOFO (HRSA-24-059) and section 4.1.v of Application Guide

Budget Requirement

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

- Submit a program specific line-item budget as **Attachment 6**. The line-item budget must include, as separate columns, amounts for the Regional AETC base, EHE and, Minority AIDS Initiative for the first budget period from July 1, 2024 – June 30, 2025. **The amounts for the Regional AETC base, MAI, and EHE, must not exceed the published funding ceiling amounts as stated in Appendix A.**

- Program Specific Line-Item Budget is required for each year of the five-year period of performance and should be submitted as a PDF

- Remember to budget travel costs for appropriate staff to attend in-person project training and technical activities, conferences or meetings as noted in the NOFO

Please refer to page 34-35 of the NOFO (HRSA-24-059) and section 4.1.v of Application Guide

Funding Restrictions

In addition to the general restrictions included in Section 4.1 of the *SF-424 Application Guide*, funds <u>may not</u> be used for the following purposes:

- International HIV/AIDS training activities;

- Payment for any item or service to the extent that payment has been made (or reasonably can be expected to be made), with respect to that item or service, under any state compensation program, insurance policy, federal or state benefits program, or any entity that provides health services on a prepaid basis (except for a program administered by or providing the services of the Indian Health Service);

- Cash payment to intended recipients of RWHAP services;

- Clinical quality management;

- International travel;

- Construction

- HIV test kits;

- Syringe Services Programs (SSPs). Some aspects of SSPs are allowable with HRSA's prior approval and in compliance with HHS and HRSA policy.

- Development of materials designed to directly promote or encourage intravenous drug use or sexual activity, whether homosexual or heterosexual. **This does not restrict harm reduction training.**

Please refer to page 39 of the NOFO (HRSA-24-059)

Attachments

List of Attachments can be found in Section **IV.2.v** (pages 36-37) of the NOFO

Attachment	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, and/or Description(s) of Proposed/Existing Contracts **(REQUIRED)**
Attachment 5	Project Organizational Chart **(REQUIRED)**
Attachment 6	Program Specific Line-Item Budget **(REQUIRED)**
Attachment 7	Multi-Year Budget **(REQUIRED)**
Attachment 8	Request for Funding Preference **(REQUIRED)**
Attachment 9	Map of Service Area **(REQUIRED)**
Attachment 10	Minority AIDS Initiative Narrative **(REQUIRED)**
Attachments 11-15	Other Relevant Documents

Attachments 1-3

- **Attachment 1: Work Plan (REQUIRED)**
  - Information detailed in Section IV ii. Project Narrative
  - Proper documentation of funds
- **Attachment 2: Staffing Plan and Job Descriptions for Key Personnel (REQUIRED)**
  - One page in length, as possible
  - Roles, Responsibilities, and Qualifications
  - Description of timekeeping process
- **Attachment 3: Biographical Sketches of Key Personnel (REQUIRED)**
  - Bio sketches of persons in key positions as in Attachment 2 (not to exceed two pages per person)
  - Letter of commitment needed if person is not yet hired

Please refer to page 36 of the NOFO (HRSA-24-059)

Attachment 8: Request for 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 and HIV co-infected individuals.

*A request for funding preference must be provided as **Attachment 8**.*

Please refer to page 37 of the NOFO (HRSA-24-059)

Attachments 9 and 10

- **Attachment 9 – Map of Service Area (REQUIRED)**

  - Service area map(s) to describe the entire designated service area for states in the application region

- **Attachment 10 - Minority AIDS Initiative Narrative (REQUIRED)**

  - Provide a description of your MAI project based on the questions outlined in the <u>Approach</u> section. A description of the types of the approved MAI activities to include in your proposal are listed in the <u>Program Requirements and Expectations</u> section.

Please refer to page 37 of the NOFO (HRSA-24-059)

Application Review Information

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	15
Criterion 6: Support Requested	10
Total Points	**100**

Please refer to pages 40-45 of the NOFO (HRSA-24-059)

Narrative Guidance: Review Criteria Crosswalk

Narrative Section	Review Criteria
Introduction	Criterion 1: NEED
Organizational Information	Criterions 5: RESOURCES/CAPABILITIES and Criterion 6: SUPPORT REQUESTED
Needs Assessment	Criterion 1: NEED
Approach	Criterion 2: RESPONSE
Work Plan	Criterion 2: RESPONSE and Criterion 4: IMPACT
Resolution of Challenges	Criterion 2: RESPONSE
Evaluation and Technical Support Capacity	Criterion 3: EVALUATIVE MEASURES
Budget Narrative	Criterion 6: SUPPORT REQUESTED

Please refer to pages 24 of the NOFO (HRSA-24-059)

Ryan White HIV/AIDS Program

Application Package: Where is it?

- Located at www.grants.gov
  - Search by opportunity number or CFDA.

Funding Opportunity Number	Project Start Date	Period of Performance
HRSA-24-059	July 1, 2024	July 1, 2024 – June 30, 2029

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

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

Application Submission Tips

- Read the NOFO and the SF-424 Application Guide carefully and follow instructions.

- Include your agency name and the name of this program on all pages (RWHAP Part F Regional AETC Program).

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

- Apply early; do not wait until the last minute in case you run into challenges!

- Make sure the person who can submit for your organization will be available.

- Ensure SAM.gov and Grants.gov registration and passwords are current immediately!

Have all your PIN numbers and passwords handy!

Grants.gov Contact Information

- **When to contact Grants.gov Helpdesk**
  - Error messages
  - Other technical issues
  - Application did NOT transmit to HRSA
  - **If you have any submission problems, please contact Grants.gov immediately!**

- **Grants.gov Contact Center** (24/7 except Federal holidays)**:**
  - 1-800-518-4726, or
  - support@grants.gov, or
  - https://grants-portal.psc.gov/Welcome.aspx?pt=Grants

Tracking Grants.gov Submissions

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

SF-424 Application Guide, section 8.2.5

Reminders

- Your application must be electronically submitted through and successfully validated by Grants.gov no later than **February 5, 2024 at 11:59 p.m. ET.**

- We recommend submission of the application to **at least three calendar days** in advance of the deadline

HRSA Contacts

Applicants who need additional information may contact:

Program Contact	Grants Contact
Makeva Rhoden Deputy Director, Office of Program Support HIV/AIDS Bureau Health Resources and Services Administration Call: (240) 461-6176 Email: AskAETCProgram@hrsa.gov **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**

Q&A - Your Questions are Welcome!

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

Connect with HRSA

Learn more about our agency at:

www.HRSA.gov

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