

Frequently Asked Questions: HRSA-24-108

A System-Level Syndemic Approach to Improve HIV Care and Treatment for People from Racial and Ethnic Minority Groups – Evaluation and Technical Assistance Provider (ETAP)

General

- 1. Should the workplan include 4 years or 1? The NOFO states goals for the work plan are to be written for the entire proposed four-year period of performance, but objectives and action steps are required only for the goals set for year one.**
 - A. The overarching goals for the project should be written for the entire proposed four-year project period; objectives and action steps are required for year one. (Attachment 1).

- 2. Can you clarify "key personnel"? I'm tracking that there are few people that are identified in different parts of the application package (PI, PD, Evaluator).**
 - A. Per the HRSA SF-424 Application Guide, Key Personnel are the Principal Investigator/Project Director (PI/PD) and other individuals who contribute to the programmatic development or execution of a project or program in a substantive, measurable way, whether or not they receive salaries or compensation under the award. For the purposes of this funding opportunity, the Evaluator is also considered key personnel.

- 3. Can you clarify the expectations on tables and exhibits? Can tables be included within the narrative at 10 pt times new roman font or do they need to be moved to an attachment?**
 - A. Tables can be included in the narrative or as Attachment 6. You may use a different pitch or size font for tables, chart/graphs, but not less than 10-point or size font.

- 4. Can tables be presented on horizontal pages/landscape view?**
 - A. For duplication and scanning purposes, ensure the tables can be printed on 8½" x 11" white paper. Margins must be at least one inch at the top, bottom, left and right of the paper. Left-align text.

- 5. For other funding sources leveraged to account for full FTE, should this be included in the budget narrative or the staffing plan?**
 - A. Budget should focus on funding and staffing allocated to this project. Cost sharing is not required.

- 6. Should the Key Contacts form include fiscal/administrative contacts or just key personnel?**

A. Key Contacts should include the point of contacts for the application which may include fiscal and administrative personnel.

7. When will the webinar on HRSA-24-107 be posted?

A. HRSA-24-107 was held on July 16, 2024. The recording will be posted to TargetHIV as soon as possible. Please see <https://targethiv.org/>

8. When will the recording of this webinar be posted?

A. The recording of this webinar will be posted to TargetHIV as soon as possible. Please see <https://targethiv.org/>

9. It seems like if attachment 6 is included in the 60 pages then it might not matter if it's included in the narrative or the attachment?

A. Attachment 6 (tables) is included in the 60 page limit.

Funding

1. Are Demonstration Systems required to budget for their own travel to annual meetings and learning sessions?

A. Yes, they will be responsible for their own travel to the required meetings

2. The NOFO says to provide separate line-item budgets for each year of the four years of performance, using the Section B Budget Categories of the SF-424A and break down sub-categorical costs as appropriate. Does the requirement for separate line-item budgets apply only to Section B Budget Categories of the SF-424A, or do we also need to include separate line-item budgets for each year in Attachment 8? We would like to upload a single-page line-item budget for years 1-4 as Attachment 8, but it's not clear to me whether that's allowable.

A. The line-item budgets for each year of the proposed period of performance may be submitted as a single spreadsheet table, using the Section B Budget Categories of the SF-424A and breaking down sub-categorical costs.

3. Is the funding \$1,750,000 total for 4 years or \$1,750,000 per budget period for 4 years?

A. The funding is \$1,750,000 per budget period for four years.

Evaluation

- 1. Do in-person meeting costs for annual meetings and learning sessions (i.e., space, AV, food) fall within the ETAP's budget?**
 - A. Yes. These costs should be accounted for in the ETAP's budget.

- 2. Is the ETAP expected to establish a webpage in addition to the one on TargetHIV?**
 - A. The ETAP must create a separate web portal and data repository system where information, multi-system data, and TA tools will be housed and available to the demonstration systems during the course of the project. All final dissemination products will be released through a centralized location on TargetHIV.org. For dissemination purposes, there will be no standalone websites. See page 17 of the NOFO.

- 3. Do you have expectations for what dissemination products may be created throughout the project period, other than end-of-project items like conference presentations, manuscripts, etc.?**
 - A. We encourage all recipients to carefully consider what materials can be disseminated prior to completion of the initiative/evaluation and provide plans for dissemination.

- 4. Do we only need to create one website that will serve as a data portal for the demonstrations systems? On page 30, it says this should serve as a nexus for the project and should have public access. But I am hearing that only TargetHIV should be the only resource sharing dissemination projects.**
 - A. Please note the section of the NOFO that states "Provide a detailed plan for constructing and maintaining a secure website for the project" is describing requirements for a secure project site DURING the project, to be accessed by the ETAP, demonstration systems, and HRSA HAB. It is NOT for dissemination purposes and must NOT be accessible to non-project staff.

- 5. There is an item in the NOFO that describes an expectation for the ETAP to "establish and maintain a webpage on TargetHIV.org for all public facing materials". Is the ETAP expected to provide expertise in website build out? Or are they just expected to work with TargetHIV.org's website developers to design the webpage with appropriate materials and usability?**
 - A. The ETAP is expected to work with developers from TargetHIV on the project webpage including uploading the project dissemination products and other project-related materials. See page 17 of the NOFO.

- 6. There is a requirement for an annual meeting of demonstration systems in the DMV. Is there an expectation for that annual meeting to align with the NRWC in 2026 and 2028?**
- A. It is not a requirement to have annual meetings at the same time with the NRWC in 2026 and 2028.
- 7. What is the total number of in person meetings required each year? Number seems to differ for sites and ETAP.**
- A. The total number of in-person meetings is two: one annual learning session and one annual multi-site meeting.
- 8. The NOFO notes we should measure MHAF-specific outcomes. Can you define these?**
- A. For all Minority HIV/AIDS Fund (MHAF) supported projects, health disparities and health equity must be addressed as it relates to racial and ethnic minority groups participating in the project. See page 19 of the NOFO.
- 9. The NOFO states that the ETAP will: Design and implement a syndemic approach to link and retain people from racial and ethnic minority groups within their jurisdictions in comprehensive and integrated HIV care and treatment. Develop approaches that are inclusive and welcoming to reduce stigmatizing attitudes, beliefs, and behaviors held in the provision of health care and related services.” Please confirm that these activities are within the scope of the demonstration systems, not the ETAP.**
- A. Collectively, the demonstration systems and ETAP will collaborate to accomplish the goal of this funding initiative. The excerpted text is within the scope of the demonstration systems.