Ending the HIV Epidemic in the U.S. – Ryan White HIV/AIDS Program Parts A and B (HRSA-25-063)

Pre-Application Technical Assistance Webinar
September 10, 2024

Division of Metropolitan HIV/AIDS Programs (DMHAP)
Division of State HIV/AIDS Programs (DSHAP)
HIV/AIDS Bureau (HAB)

Vision: Healthy Communities, Healthy People

Agenda

- HAB Vision and Mission
- Background
- Purpose of Notice of Funding Opportunity (NOFO)
- Award information
- Eligibility information
- Application and Submission Information
- Application Review Information
- Application Submission Tips
- Questions and Answers

HRSA's HIV/AIDS Bureau 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.

Acronyms

- **Application Guide -** SF-424 Application Guide
- **CQM -** Clinical Quality Management
- **DUNS -** Data Universal Numbering System
- **EHB -** Electronic Handbooks
- **EHR -** Electronic Health Records
- **HAB -** HIV/AIDS Bureau

- **GMS -** Grants Management Specialist
- **NOFO -** Notice of Funding Opportunity
- **PO -** Project Officer
- **RWHAP -** Ryan White HIV/AIDS Program
- **SAM -** System for Award Management

EHE Initiative Background

In February 2020, the Administration announced a new initiative, Ending the HIV Epidemic in the U.S. This initiative seeks to achieve the important goal of reducing new HIV infections in the United States.

The EHE initiative focuses on 48 counties, Washington, D.C., San Juan, Puerto Rico, and seven states that have a substantial rural HIV burden.

Ryan White HIV/AIDS Program

Collaborative Effort

- **Office of the Assistant Secretary for Health (OASH)**
- **Centers for Disease Control and Prevention (CDC)**
- **Health Resources and Services Administration (HRSA)**
- **Indian Health Service (IHS)**
- **National Institutes of Health (NIH)**
- **Substance Abuse and Mental Health Services Administration (SAMHSA)**
- **U.S. Department of Housing and Urban Development (HUD)**

Purpose of NOFO

The EHE initiative expands the program's ability to meet the needs of clients, specifically focusing on linking people with HIV who are either newly diagnosed, diagnosed but currently not in care, or are diagnosed and in care but not yet virally suppressed, to the essential HIV care, treatment, and support services needed to help them reach viral suppression.

Please refer to page 9 of the NOFO

Purpose of NOFO

Four key strategies:

- **Diagnose** all people with HIV as early as possible;

- **Treat** people with HIV rapidly and effectively to reach sustained viral suppression;

- **Prevent** new HIV transmissions by using proven interventions, including pre-exposure prophylaxis (PrEP) and syringe services programs (SSPs); and

- **Respond** quickly to potential HIV outbreaks to get needed prevention and treatment services to people who need them.

Please refer to page 8 of the NOFO

Program Requirements and Expectations

- Programs funded under this announcement must take a broader approach to addressing HIV in their communities than authorized by the Ryan White HIV/AIDS Program legislation.

- The only requirement for determining eligibility for service provision is that the individual has a documented HIV diagnosis.

- In addition, funded recipients are not limited to using the RWHAP service categories for the EHE initiative.

- Funded recipients will use these resources in conjunction with the RWHAP Parts A and B systems of HIV care and treatment to develop, implement, and/or enhance innovative approaches to engaging people with HIV.

Please refer to page 11 of the NOFO

Program Requirements and Expectations

Proposed activities may include but are not limited to:

- community engagement;
- implementation of emerging practices,
- evidence-informed and/or evidenced-based interventions, particularly around linkage to care, retention in care, reengagement in care, and adherence counseling;
- the provision of needed client services;
- increasing organizational capacity;
- information dissemination and public outreach; or
- data infrastructure development and systems linkages.

Please refer to page 11 of the NOFO

Funding Detail

- Approximately $175,000,000 available to fund up to 47 cooperative agreements.

- Funding range: $2,200,000 - $30,200,000. The actual amount available will not be determined until enactment of the final FY 2025 federal appropriation.

- Five-year period of performance. March 1, 2025-February 28, 2030.

Please refer to page 6 of the NOFO

Eligibility Information

- RWHAP Part A funded Eligible Metropolitan Area (EMA) or Transitional Grant Area (TGA) whose service area includes one or more of the identified 48 HIV high burden counties; and the EMAs of Washington, D.C. and San Juan, Puerto Rico.

- RWHAP Part B funded States/Territories identified as having a substantial rural HIV burden – Alabama, Arkansas, Kentucky, Mississippi, Missouri, Oklahoma, and South Carolina.

- The RWHAP Part B in the State of Ohio on behalf of Hamilton County.

Please refer to page 7 of the NOFO

Cooperative Agreement Terms
HRSA's Responsibilities

- Provide the expertise of HAB personnel and other relevant resources to support the efforts of EHE initiative activities;

- Facilitate partnership and communication with other federal agencies including CDC, NIH, IHS, HUD, and SAMHSA, to improve coordination efforts;

- Facilitate collaboration with the AIDS Education and Training Centers, Technical Assistance Provider, and Systems Coordination Provider to assist in the development, implementation, coordination, and integration of EHE initiative activities;

- Participate in the design and direction of the strategies, interventions, tools, and processes to be established and implemented for accomplishing the goals of the cooperative agreement;

- Discuss uses of funds outside of existing allowable RWHAP costs and service categories;

Please refer to page 12 of the NOFO

Cooperative Agreement Terms (cont.)
HRSA's Responsibilities

- Provide ongoing review of the establishment and implementation of activities and measures for accomplishing the goals of the cooperative agreement;

- Participate, as appropriate, in conference calls and meetings that are conducted during the period of performance of the cooperative agreement;

- Review and concur with all information products prior to dissemination; and

- Facilitate the dissemination of project findings, best practices, evaluation data, and other information developed as part of this project to the broader network of EHE initiative and RWHAP recipients.

Please refer to page 12 of the NOFO

Cooperative Agreement Terms (cont.)
Recipient Responsibilities

- Coordinate EHE initiative activities with their existing RWHAP programs;
- Complete proposed EHE initiative work plan activities within the five-year period of performance;
- Collaborate with HRSA on review of activities, procedures, and budget items, including timely communication with project officer;
- Develop and implement a methodology, including proposed metrics, to measure the impact of proposed activities, as well as reporting on outcomes;
- Implement two or more emerging, evidenced-informed, and or evidence-based interventions, which are not currently supported by the RWHAP Parts A and B funding;
- Ensure proposed activities are based on documented need, targeted for maximum impact on HIV care continuum outcomes, and designed to reach the identified population(s) of focus;

Please refer to page 12 of the NOFO

Cooperative Agreement Terms (cont.)
Recipient Responsibilities

- Collaborate with EHE initiative-funded organizations, health centers, and other local and state government agencies on implementing EHE initiative activities;

- Collaborate with the AIDS Education and Training Centers, Technical Assistance Provider, and Systems Coordination Provider on the development, implementation, coordination, and integration of EHE initiative activities;

- Develop a sustainability plan to support successful activities following conclusion of the cooperative agreement;

- Modify activities and budget as necessary to explore all implementation options ensuring relevant outcomes for the project; and

- Participate in the dissemination of project findings, best practices, and lessons learned.

Please refer to page 12 of the NOFO

Limitations

General limitations

- For guidance on some types of costs we do not allow or restrict, see Project Budget Information in Section 3.1.4 of the Application Guide.
- You cannot earn profit from the federal award.
- The salary rate limitation is $221,900. Note this limitation may be updated.

Program-specific limitations

- Award administration costs may not exceed 10 percent of the grant award.
- Planning and Evaluation costs may not exceed 10 percent of the grant award.
- Collectively, recipient Administration and Planning and Evaluation may not exceed fifteen (15) percent of the grant award.
- The aggregate total of administrative expenditures for subrecipients, including all indirect costs, may not exceed 10 percent of the aggregate amount of all subawards.

Please refer to page 14 of the NOFO

Application and Submission Information

Two Components:

1) **Ending the HIV Epidemic in the U.S. – Ryan White HIV/AIDS Program Parts A and B (HRSA-25-063)** focuses on the program-specific content, including goals, expectations, and requirements of the initiative

2) **HRSA's General Instructions**
   SF-424 Application Guide ("Application Guide")

Application Components

Applicants must include the following:

- Project abstract

- Project narrative

- Budget and budget narrative

- Attachments

Please refer to page 20 of the NOFO

Project Abstract

In addition to the requirements listed in the SF-424 Application Guide, include the following information:

- A summary of the proposed activities

- A description of the intended impact

- The funding amount requested for the five-year period of performance

Please refer to page 20 of the NOFO

Project Narrative

Sections:

- Introduction
- Need
- Approach
- High-level work plan
- Resolving challenges
- Performance reporting and evaluation
- Organizational information

Please refer to page 21 of the NOFO

Project Narrative

Introduction

- Briefly describe the purpose of your project.

- Briefly describe activities implemented by your jurisdiction to reduce HIV infections, increase viral suppression, and/or engagement in HIV care.

- Describe the proposed project for the focus jurisdiction.

- Include a description of how the proposed activities will address the goal of the EHE initiative

- Describe how EHE initiative resources will be used in conjunction with RWHAP Parts A and B system of HIV care and treatment to achieve this goal.

Please refer to page 21 of the NOFO

Ryan White HIV/AIDS Program

Project Narrative

- Describe the population(s) and their unmet health needs.

- Outline the community or organization's needs that will be addressed.

- Use and cite demographic and qualitative data.

- Discuss any service gaps, barriers, and unmet needs with regard to rapidly engaging and retaining, treating HIV infection, and reaching sustained viral suppression for the priority population(s).

- Indicate planned collaboration efforts with other relevant partners/providers/agencies to move people with HIV across the HIV Care Continuum.

Please refer to page 21 of the NOFO

Ryan White HIV/AIDS Program

Project Narrative

Approach

- Describe activities that expand access to HIV care and treatment for the identified population.

- Include strategies for ongoing staff training, teamwork, and information sharing.

- Describe how proposed methods support responding to clusters, including communication with the health department conducting the cluster detection efforts and tracking to respond quickly.

- Propose methods that are:

  - specific and address the needs of the population(s) of focus;

  - measurable and improve health outcomes of the population(s) of focus;

  - outside of the RWHAP Parts A and B parameters; and

  - aligned with the goals and objectives of the EHE initiative.

Please refer to page 22 of the NOFO

Project Narrative

Approach

- **Recipients are required to collaborate and coordinate with people with HIV, particularly members of population(s) of focus, as well as providers and stakeholders outside of your current network who serve and support the population(s) of focus, to carry out the proposed activities.**

  - To address the barriers identified in the needs assessment section.
  - Build, expand and/or maintain effective strategic partnerships with new and existing key providers within the community
  - Ensure people with HIV who are members of population(s) of focus and/or organizations that represent them will be engaged in the planning and implementation of this project.
  - Share evaluation data and program outcomes with HRSA.

Please refer to page 22 of the NOFO

Project Narrative
High-level Work Plan

- Work plan activities should directly relate to treatment and response efforts of the EHE initiative.

- Describe how you'll achieve each of the objectives during the period of performance.

- Provide a timeline that includes each activity and identifies who is responsible for each.

- Activities should also correspond to your proposed budget.

- Applicants should propose specific, measurable, achievable, realistic, and time-based (SMART) process and/or outcome objectives for each workplan activity.

Please refer to page 23 of the NOFO

Project Narrative

Resolving Challenges

- Discuss challenges that you are likely to encounter in your work plan and explain approaches that you'll use to resolve them.

- Discuss challenges, barriers or potential risks 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.

- Plans should also incorporate approaches to address these barriers throughout the period of performance.

Please refer to page 24 of the NOFO

Project Narrative
Performance Reporting and Evaluation

- Identify any potential need for technical assistance from the EHE Technical Assistance Provider and EHE Systems Coordination Provider.

- Describe the expected outcomes of the funded activities. See reporting manual for performance measure requirements.

- Describe how you will monitor and analyze performance data to support continuous quality improvement.

- The evaluation should examine processes and progress towards goals, program objectives, and expected outcomes.

Please refer to page 24 of the NOFO

Project Narrative
Organizational information

- Briefly describe your mission, structure, and the scope of your current activities. Explain how they support your ability to carry out the program requirements.

- Discuss how you'll follow the approved plan, account for federal funds, and record all costs to avoid audit findings.

- Describe the unique needs assessment of the people who live in the community you serve.

- Describe the organizational profile, budget, partners, key staff's experience, skills, knowledge, and key processes.

- Identify training needs and how the organization plans to work with their regional AIDS Education and Training Centers to address them.

- Provide a description of your organization's experience with fiscal management of grants, cooperative agreements, and contracts.

Please refer to page 25 of the NOFO

Budget and Budget Narrative

- Your budget should follow the instructions in Section 3.1.4. Project Budget Information - Non-Construction Programs (SF-424A) of the Application Guide and any specific instructions listed in this section.
- The total project or program costs are all allowable (direct and indirect) costs incurred for the HRSA award activity or project. This includes costs charged to the award and non-federal funds used to satisfy a matching or cost-sharing requirement
- Provide a program-specific line-item budget (Attachments 6 and 7) for each year
- The budget narrative supports the information you provide in Standard Form 424A.

As you develop your budget, consider:
- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds.

To create your budget narrative, see detailed instructions in Section 3.1.5 of the Application Guide.

Please refer to page 26 of the NOFO

Budget Requirements - Salary Limitation

The current salary rate limitation applicable to RWHAP domestic grants and cooperative agreements is $221,900 in FY 2024.

- 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 14 of the NOFO

Application Attachments

List of Attachments can be found on pages 26-28 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>

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 merit review criteria section 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 the application. It is critical that it paints a clear picture of your proposed project and the capabilities that your organization brings to the work

Please refer to page 30 of the NOFO

Application Review Information

Review criteria are used to review and rank applications. For this opportunity, there are six review criteria:

Criteria	Points
Criterion 1: Need	10
Criterion 2: Response	30
Criterion 3: Performance reporting and evaluation	15
Criterion 4: Impact	20
Criterion 5: Resources and Capabilities	15
Criterion 6: Support Requested	10
Total Points	**100**

Please refer to pages 30-34 of the NOFO

Helpful Tips

- Page limit shall not exceed **40** pages when printed

- Successful applicants will submit all the information requested in the programmatic specific instructions.

- Use the section headers as outlined in the NOFO to organize your submission.

- If requested information is not applicable, state 'non-applicable' and provide the rationale. Do not leave blank.

Application Package: Where Is It?

- On HRSA's website at https://www.hrsa.gov/grants/
  - Click on the "Apply for a Grant" link for info

- At https://www.grants.gov/
  - Search by opportunity number (HRSA-25-063) or
  - CFDA Number: 93.686

- The Application Guide is available at https://www.hrsa.gov/sites/default/files/hrsa/grants/application-guide.pdf or click the links in the NOFO

Please refer to page XX of the NOFO

Application Submission Tips

- Read the NOFO HRSA-25-063 and the SF-424 Application Guide carefully and follow instructions

- Include your agency name and the name of this program on all pages

- 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

- Have your PIN numbers and passwords handy

Ryan White HIV/AIDS Program

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
  - ✓ Send an email to: support@grants.gov or visit 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

The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726

HRSA
Ryan White HIV/AIDS Program

Reminders

- Your application must be electronically submitted through and successfully validated by Grants.gov no later than **October 22, 2024, 11:59 p.m. EDT.**

- We recommend submission of the application at least four (4) business days before the due date.

4 days before Due date!

Contact Information

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