



Ryan White HIV/AIDS Program Access, Care and Engagement Technical Assistance (ACE TA Center)

HRSA-25-047

Pre-Application Technical Assistance Webinar

December 18, 2024

CDR Cara Kenney
Division of State HIV/AIDS Programs
HIV/AIDS Bureau (HAB)

Vision: Healthy Communities, Healthy People



Agenda

- HAB Vision and Mission
- Key Acronyms
- Purpose of Funding Opportunity
- Award Information
- Eligibility Information
- Application and Submission Information
- Application Review Information
- Application Submission Tips
- Question and Answer Time



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.



Acronyms

- ADAP—AIDS Drug Assistance Program
- ADAP ERF—ADAP Emergency Relief Funds
- CQM – Clinical Quality Management
- DUNS – Data Universal Numbering System
- EHBs – 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



Objectives

- To discuss the FY 2025 Ryan White HIV/AIDS Program (RWHAP) Access, Care and Engagement (ACE TA Center) Notice of Funding Opportunity (NOFO).
- Provide pre-application technical assistance (TA) to applicants.
- Answer questions related to the NOFO.



HRSA-25-047 Technical Assistance Webinar

CDR Cara Kenney, Project Officer
Division of State HIV/AIDS Programs



Purpose

- This cooperative agreement will build the capacity of Ryan White HIV/AIDS Program (RWHAP) recipients and subrecipients to ensure people with HIV understand and use the range of health care coverage options available to facilitate access to and maintain engagement in care. This funding was previously available under the Funding Opportunity Number HRSA 22-024.

See page 7 of the NOFO



Purpose-continued

The funded entity will work collaboratively with Health Resources and Services Administration's (HRSA) HIV/AIDS Bureau (HAB) on a national scale to achieve the following goals:

- Maximize engagement of people with HIV in health care through increased health literacy on how to access and engage with the health care system, including clinicians, support service providers, and other practitioners.
- Increase awareness and understanding of RWHAP recipients, subrecipients, providers, and people with HIV on how to enroll in and/or utilize health care coverage options available in the evolving health care landscape.
- Identify or develop strategies and messages to promote equitable access to health care coverage options for people with HIV to increase engagement in HIV care and maintain health care coverage through the assistance of outreach workers; health educators; case managers; peer navigators; health care navigators; certified application counselors, other assisters; and administrators.
- Improve health outcomes across the HIV care continuum for people with HIV, including maximizing health care coverage for people aging with HIV.

See pages 7 of the NOFO



Award Information

- Funding will be provided through a *cooperative agreement*.
- Approximately \$375,000 is available to fund up to *one* applicant.
- Funding will be awarded in three 12-month budget periods for a total three-year period of performance, *July 1, 2025 to June 30, 2028*.
- Applicants may request funding amounts of up to \$375,000 for each year of the project period.

See page 5 of the NOFO



Eligibility Information

Only the following types of domestic organizations may apply:

- Public institutions of higher education
- Private institutions of higher education
- Non-profits
- State, county, city, township, and special district governments, including the District of Columbia, domestic territories, and the freely associated states
- Native American tribal governments
- Native American tribal organizations

Individuals are not eligible applicants under this NOFO.

Cost sharing/matching is not required.

See page 6 of the NOFO



Application and Submission Information

Two Components of the NOFO:

- 1) *HRSA-25-047, Access, Care and Engagement (ACE TA Center)* focuses on the program-specific content, including goals, expectations, and requirements of the program.

- 2) HRSA's General Instructions
 - ✓ [HRSA Application Guide](#)
 - ✓ Links are found throughout the NOFO.



Application Package

Applications include 5 main components:

- Project Abstract
- Project Narrative
- Budget Narrative
- Attachments
- Other required forms
 - Application for Federal Assistance (SF-424)
 - Budget Information for Non-Construction Programs (SF-424A)
 - Disclosure of Lobbying Activities (SF-LLL)



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.

For information on content required in the Project Abstract Summary Form, see Section 3.1.2 of HRSA's [Application Guide](#).

See page 19 of the NOFO and page 11 of the HRSA Application Guide



Project Abstract

In addition to the information listed in the Section 3.1.2 of HRSA's Application Guide, provide a short description of the proposed project. Make sure to include:

- Needs that will be addressed
- The proposed services
- Population groups that will be served.

See page 19 in the NOFO and page 11 in the HRSA Application Guide



Project Narrative

Sections:

- Introduction
- Need
- Approach
- High-level Work Plan
- Resolving Challenges
- Organizational Information

Please refer to pages 19 to 23 in the NOFO



Project Narrative - Introduction

- The introduction section should briefly describe the purpose of the project. Include a discussion showing an expert understanding of the issues related to the activities included in this NOFO among employees, subcontractors, and any partnering/collaborating organizations.
- Describe how the proposed project will address the goals of this cooperative agreement. Include a discussion that exhibits an expert understanding of health care access, RWHAP recipients' and subrecipients' capacity for outreach and enrollment, health equity, health literacy, and program evaluation. Include how you will address the intended national scope of this announcement. Also, include a discussion that exhibits expertise in nationwide collaborations with state and federal agencies and national organizations, including other technical assistance (TA) providers focused on equitable access to health care coverage, relevant for the purpose of this NOFO, and program evaluation.

Please refer to page 20 in the NOFO



Project Narrative – Need

- Describe your understanding of and relevant work related to the [National HIV/AIDS Strategy \(NHAS\)](#) and the HIV care continuum. Describe the current state of health care access outreach and enrollment activities for people with HIV nationwide and provide an assessment of the challenges and strategies that may affect the TA work.
- Describe how you will assess, in collaboration with HRSA, best practices for outreach and enrollment to engage people with HIV in health care coverage options, equitable access to health care coverage, and increased health literacy of the RWHAP recipients, subrecipients, and clients regarding use of the health care system to improve the health outcomes of people with HIV. Use and cite data whenever possible to support the information provided. Discuss any relevant barriers the proposal hopes to overcome as well as any challenges in meeting the expectations identified by HRSA.

Please refer to page 20 in the NOFO



Project Narrative - Approach

- Tell us how you'll address the stated purpose and goals and meet each of the recipient responsibilities listed in this NOFO. Include innovative strategies, procedures, and activities for collaborating meaningfully with HRSA HAB, CDC Division of HIV Prevention (DHAP), and other state and federal agencies. This includes other TA providers focused on equitable access to health care coverage and programs; efficiency implementing the proposed project; and effectiveness in meeting purpose and goals of the cooperative agreement.
- Discuss why the approach chosen is appropriate for this project. Discuss how the chosen approach aligns with the overview provided in the Need section and will contribute to the success of the proposed project over the entire period of performance.

Please refer to pages 20-21 of the NOFO



Project Narrative – High-level Work Plan

- Describe how you'll achieve each of the objectives during the period of performance. Include methods for assessing TA needs, updating existing tools and training, developing new tools and training, project implementation, dissemination, training of recipients, sustainability, evaluation, and meaningful collaboration. Be sure all methods discussed in the Approach section are included and appropriately described in the work plan. Identify the type and number of resources to be developed (e.g., tools, trainings, TA opportunities) and appropriate milestones (e.g., a significant or important event in the project period).
- 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 21 of the NOFO



Project Narrative – High-level Work Plan

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

SPECIFIC

MEASURABLE

ATTAINABLE

REALISTIC &

TIME SENSITIVE



Project Narrative – Resolving Challenges

Discuss challenges that you're likely to encounter in designing and carrying out the activities in the work plan. Explain approaches that you'll use to resolve them. Discuss challenges with partner organizations, identified resources, effectively addressing identified health inequities, health literacy, and processes for maintaining engagement of national and local participants.

Please refer to page 21 of the NOFO



Project Narrative – Organizational Information

Describe the ability, capacity, expertise, and experience held by your organization and any subcontractors/partners/collaborators that demonstrate an ability to fulfill the stated purpose and the recipient responsibilities listed in this NOFO. Describe past performance managing collaborative federal grants at the national level, including examples of the extent to which resources were completed. You should demonstrate a minimum four-year story of experience doing work directly related to the proposed project on a national scale.

- Provide a staffing plan and job descriptions for key personnel as **Attachment 2**. Provide biographical sketches of key personnel as **Attachment 3**. The staffing plan, job descriptions, and biographical sketches should support the narrative description of your ability, capacity, expertise, and experience described in the narrative.
- Briefly describe your mission, structure, and the scope of your current activities. Explain how they support your ability to carry out the program requirements. Include a project organization chart as **Attachment 5**. The organizational chart should be a one-page figure that depicts the organizational structure of only the proposed activities to be funded through this cooperative agreement, not the entire organization. It should include subcontractors and other significant partners/collaborators.
- Provide any relevant letters of agreement or contract documents exhibiting partner commitment to the proposed project as **Attachment 4**. Applications proposing partners/collaborators must provide information on how you will monitor and assess performance by partner organizations, and how the individual efforts of the partner organization help to implement the activities in the cooperative agreement’s overall work plan.



Please refer to pages 22-23 of the NOFO



Project Narrative-Organizational information

Applicants have the option to submit proposals with collaborating organizations if the partnership enhances the capability and approach of the cooperative agreement purpose and goals. You must clearly demonstrate that you and any partners bring the following experience and expertise:

- ensuring equitable access to health care coverage options for people with HIV, and
- providing health literacy trainings and technical assistance, and
- disseminating enrollment health care coverage options at the state, local health department, and HIV service provider levels, and
- conducting program evaluation.



Budget Requirements

Budget information consists of three parts:

1. Project Budget Information--Non-Construction Programs (SF-424A)
2. Project Activity Budget—a separate program-specific line-item budget for each year of the three-year period of performance.
3. Budget narrative which supports the information provided in the SF-424A. It includes an itemized breakdown and clear justification of the requested costs.

See pages 23-24 in the NOFO, and 11 to 19 in the HRSA Application Guide



Program Specific Limitations

In addition to the general restrictions included in the Funding Restrictions section of the [HRSA Application Guide](#), the NOFO identifies additional funding restrictions:

- Charges that are billable to third party payers
- Clinical research
- International travel
- Pre-Exposure Prophylaxis (PrEP)
- HIV test kits
- Cash payments to intended recipients of services
- Syringe Service Programs (SSP)
- Development of materials designed to directly promote or encourage intravenous drug use or sexual activity.
- Purchase or improvement of land
- Purchase, construction, or major alterations or renovations on any building or facility.



Please refer to page 13 of the NOFO



Attachments

List of Attachments can be found in the Attachments section of the NOFO

- Place your attachments in order in the Other Attachments form.
- Label each attachment clearly.
- Unless otherwise noted, attachments count toward the page limit.

Please refer to pages 24-26 of the NOFO



Attachments

- Attachment 1: Work Plan
- Attachment 2: Staffing plan and job descriptions
- Attachment 3: Biographical sketches*
- Attachment 4: Agreements with other entities
- Attachment 5: Project organization chart
- Attachment 6: Tables and charts
- Attachment 7: Proof of non-profit status*
- Attachment 8: Program Specific line-item budget*
- Attachment 9: Indirect cost rate agreement, if applicable*
- Attachments 10-15: Other relevant documents*

**Items starred do NOT count towards the page limit*

See pages 24-26 and page 36 of the NOFO



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 criteria in the Merit Review 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
 - meet the eligibility criteria, including the completeness and responsive criteria
- The competitive merit 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 6 review criteria:

Criteria	Points
Need	15
Response	35
Evaluation Measures	5
Impact	15
Resources/Capabilities	25
Supported Requested	5
Total	100

Please refer to pages 28-32 of the NOFO



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 www.hrsa.gov/sites/default/files/hrsa/grants/application-guide.pdf or click the links in the NOFO



Application Submission Tips

- Read the NOFO and the HRSA Application Guide carefully and follow instructions.
- Include your agency name and the name of this program on all pages ([RWHAP ACE TA Center](#))
- Refer to section 3.7 of the Application Guide for tips on how to write 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

Check the status of your application after you apply using [Track My Application](#). Grants.gov will include this link when they email you to confirm they received your application.

Grants.gov will send four emails to your Authorizing Organization Representative (AOR):

Email Number	Subject line	What it tells you	When you'll get it
1	Submission Receipt	Confirms Grants.gov received your application	Within 48 hours
2	Submission Validation or Rejected with Errors	Tells you whether Grants.gov verified or rejected it	Within 48 hours
3	Grantor Agency Retrieval Receipt	Informs you that we (HRSA) received it	Hours after you receive the second email
4	Agency Tracking Number Assignment	Gives you an application tracking number	Within three business days

Please refer to the HRSA Application Guide, section 7.3.2



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 **February 11, 2025, 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

CDR Cara Kenney

Project Officer, DSHAP

HRSA HIV/AIDS Bureau

ckenny@hrsa.gov

(301) 443-0927

Grants Contact

Beverly Smith

Grants Management Specialist

HRSA Office of Federal Assistance Management

bsmith@hrsa.gov

(301) 443-7065



Q&A - Your Questions are Welcome!



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