Pre-Application Technical Assistance (TA) Webinar

Use of Social Media to Improve Engagement, Retention, and Health Outcomes along the HIV Care Continuum – Evaluation and Technical Assistance Center

**Competitive Grant Application HRSA-15-031**
February 17, 2015
1:00 – 3:00 PM EDT

Application Deadline: April 3, 2015
Welcome and Introductions

- Harold Phillips  Director, DTCD
- Adan Cajina  SPNS Branch Chief
- Melinda Tinsley  SPNS Project Officer
- Chau Nguyen  SPNS Project Officer
- Renetta Boyd  SPNS Project Officer
- Beverly Smith  HRSA Grants Management Specialist
Call Agenda

- Overview and Background
- Program Requirements and Expectations
- Application – Format and Order
- Review and Selection Process
- Applications Submission
- Contacts
- Questions & Answers
• **Mission:** Strengthen and transform health care systems by supporting the development of leadership, evaluation, training and capacity development to assure the provision of high quality HIV/AIDS prevention, care and treatment services.
Overview | Special Projects of National Significance (SPNS)

- SPNS is a component of the **Ryan White HIV/AIDS Program**, funded under **Part F** of the Ryan White HIV/AIDS Treatment Extension Act

- SPNS Program supports the **development of innovative models** of HIV care to quickly respond to the emerging needs of clients served by the Ryan White HIV/AIDS Program

- SPNS **evaluates the effectiveness** of these models’ design, implementation, utilization, cost, and health-related outcomes, while promoting dissemination and replication of successful models

- **SPNS’ mission** is to improve HIV service delivery through demonstration projects and evaluation focused on primarily underserved, underinsured, and uninsured populations
Overview | NHAS and HIV Care Continuum

• National HIV/AIDS Strategy (NHAS)
  http://aids.gov/federal-resources/national-hiv-aids-strategy/overview/

• HIV Care Continuum
  http://www.aids.gov/federal-resources/policies/care-continuum/

• Affordable Care Act
  http://www.hhs.gov/healthcare/rights/
Purpose | **Social Media Initiative ETAC**

- Lead the implementation of a multi-site evaluation and provide technical assistance to a cohort of up to ten demonstration sites funded under a separate announcement (HRSA-15-029)
- Work collaboratively with the HRSA/HAB supported demonstration sites in the dissemination of successful models, findings, best practices and lessons to the larger public health community
Summary of Funding Opportunity

• $550,000 is expected to be available annually to fund one (1) ETAC. Applicants may apply for a ceiling amount of up to $550,000 per year.
  • Funding requests must not exceed the ceiling amount
  • If funding amount exceeds this ceiling, the application will be deemed ineligible and not reviewed.
• Type of Award: Cooperative Agreement
• Start Date: September 1, 2015
• Project period: 4 years (September 1, 2015 – August 31, 2019)
• Funding beyond the first year is dependent on:
  • Availability of appropriated funds in subsequent fiscal years
  • Grantee satisfactory performance
  • Decision that funding is in the best interest of the Federal government
• A cooperative agreement is an award instrument of financial assistance where there is substantial involvement of the Federal government during performance of the project.
Eligible Applicants

- Eligible applicants include public and private nonprofit entities eligible to receive funding under Ryan White HIV Program Parts A, B, C and D.

- Includes, but is not limited to:
  - State and Local governments
  - Academic Institutions
  - Local health departments
  - Hospitals and outpatient clinics
  - CHCs receiving support under Section 330 of the PHS Act
  - FQHCs
  - Faith-based and community based organizations
  - Indian Tribes or Tribal organizations
Background | **Target Population**

- Youth and young adults (age 13 – 34) living with HIV/AIDS who:
  - are aware of their HIV infection status, but have never been engaged in care;
  - are aware, but have refused referral to care;
  - have dropped out of care;
  - are infected with HIV, but are unaware of their HIV status; or
  - have not achieved viral load suppression.

- Inclusive of people with disabilities, minorities, limited health literacy and LGBT persons
Background | **Social Media Interventions**

- Interactive media based on the use of digital technologies
- Examples of social media platforms include, but are not limited to:
  - Applications/Apps
  - Blogs/Chatrooms/forums
  - Instant messaging
  - Social/professional networking sites
  - Text messaging
  - Video and photo-sharing sites
  - Podcasts/Vodcasts
Program Expectations | Overall ETAC Objectives

• Conduct a rigorous multi-site evaluation of the processes and outcomes of all project sites’ methods
• Provide technical assistance to the demonstration projects in the refinement, implementation and evaluation of their interventions
• Lead and coordinate the efforts for the analysis of findings, the development of publications and other dissemination activities leading to broader replication
Program Expectations | Multi-Site Evaluation

• Designing and implementing a rigorous multi-site evaluation that includes outcome, process and cost measures to assess the effectiveness of demonstration project interventions in improving health outcomes along the HIV Care Continuum.

• Conducting focused evaluation studies on issues relating to the clinical, administrative financing, or public policy aspects of the initiative.

• Developing and maintaining a secure website, with both public and private password-protected access for the initiative to serve as a data portal for the reporting of multi-site evaluation data by the demonstration projects and a communications nexus for the initiative.

• Coordinating the efforts of demonstration projects to assure the privacy and confidentiality of study participants and their health-seeking efforts.
## Program Expectations | Data Requirements

<table>
<thead>
<tr>
<th>Measure</th>
<th>Numerator</th>
<th>Denominator</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIV Positivity</td>
<td>Number of HIV positive tests in the 12-month measurement period</td>
<td>Number of HIV tests conducted in the 12-month measurement period</td>
</tr>
<tr>
<td>Linkage to HIV Medical Care</td>
<td>Number of persons who attended a routine HIV medical care visit within 3 months of HIV diagnosis</td>
<td>Number of persons with an HIV diagnosis in 12-month measurement period</td>
</tr>
<tr>
<td>Retention in HIV Medical Care</td>
<td>Number of persons with an HIV diagnosis who had at least one HIV medical care visit in each 6 month period of the 24 month measurement period, with a minimum of 60 days between the first medical visit in the prior 6 month period and the last medical visit in the subsequent 6 month period</td>
<td>Number of persons with an HIV diagnosis with at least one HIV medical care visit in the first 6 months of the 24-month measurement period</td>
</tr>
<tr>
<td>Antiretroviral Therapy (ART)</td>
<td>Number of persons with an HIV diagnosis who are prescribed ART in the 12-month measurement period</td>
<td>Number of persons with an HIV diagnosis and who had at least one HIV medical care visit in the 12-month measurement period</td>
</tr>
<tr>
<td>Viral Load Suppression</td>
<td>Number of persons with an HIV diagnosis with a viral load &lt;200 copies/mL at last test in the 12–month measurement period</td>
<td>Number of persons with an HIV diagnosis and who had at least one HIV medical care visit in the 12-month measurement period</td>
</tr>
</tbody>
</table>

### HHS Common HIV Indicators

[Logo and text: U.S. Department of Health and Human Services]
Program Expectations | **Technical Assistance**

- Providing technical assistance to the demonstration sites through regular teleconferences, webinars, site visits and in-person meetings for a range of needs over the course of the initiative.
- Coordinating and leading the logistics for two national multi-site meetings in each of the four years of the initiative with the demonstration sites, to be conducted in the Washington, DC area.
- Conducting an annual site visit to each demonstration site for each year of the initiative.
Program Expectations | Analysis and Dissemination

• Leading and coordinating the publication and dissemination activities for the initiative, working in collaboration with the demonstration projects and SPNS staff.
• Assisting HAB/HRSA with information dissemination to constituencies upon request.
• Developing a final report highlighting the clinical, programmatic, and cost outcomes of the multi-site evaluation to facilitate future replication of successful models.
Application Submission | **Guidance**

- **Funding Opportunity Announcement (FOA)** focuses on the program-specific content, including goals, expectations, and requirements of the program.

- **SF424 Application Guide** contains general “boilerplate language” and instructions as referenced in the FOA (Updated January 2015)


**Applicants must use both the FOA and the SF424 Application Guide to successfully complete and submit an application.**
Application Format
The application kit is as follows (and as noted in Section 4.3 of SF-424 Application Guide)

i. SF-424 Face Page  
ii. Project Abstract  
iii. Project Narrative  
iv. SF-424A Budget  
v. Budget Narrative  
vi. SF-424B Assurances  
vii. Project/Performance Site Location form  
viii. Grants.gov Lobbying form

ix. Attachments  
1. Line Item Budgets  
2. Work Plan  
3. Staffing Plan  
4. Job Descriptions for Key Personnel  
5. Biographical Sketches  
6. Letters of Agreement  
7. Project Organizational Chart

Items in RED are discussed in following slides.
Project Abstract | Snapshot of the Project

- Project Title, Applicant Organization Name and Contact information
- Proposed Evaluation and Technical Assistance Structure
- Overall project goals
- Overall multi-site evaluation questions

Reminder: Abstract is only 1 page in length
Project Narrative | Overview

The Project Narrative provides a comprehensive framework and description of all aspects of the proposed project. It contains the following seven (7) sections:

• Introduction
• Needs Assessment
• Methodology
• Work Plan
• Resolution of Challenges
• Evaluative and Technical Support Capacity
• Organizational Information

Note – In order for reviewers to understand your proposal, ensure that the Project Narrative is succinct, self-explanatory and well-organized.
Budget | Overview

This FOA is for a **multi-year (4-year)** non-construction program. Accordingly, Budget Information consists of **three** major parts:

- **SF-424A**: Complete Sections A-F for each year of the 4-year project period

- **Line Item Budget**: While the budget period is for one year, you must submit line item budgets for each of the 4 budget periods (Attachment 1)

- **Budget Justification**: Describe each cost element and explain how each cost contributes to meeting the project’s objectives/goals
## SECTION A - BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Grant Program Function or Activity</th>
<th>Catalog of Federal Domestic Assistance Number</th>
<th>Estimated Unobligated Funds</th>
<th>New or Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Federal (c) Non-Federal (d) Federal (e) Non-Federal (f) Total (g)</td>
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<td>3.</td>
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</tbody>
</table>
## Section B - Budget Categories

<table>
<thead>
<tr>
<th>6. Object Class Categories</th>
<th>GRANT PROGRAM, FUNCTION OR ACTIVITY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1)</td>
<td>(2)</td>
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<tr>
<td>a. Personnel</td>
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<tr>
<td>b. Fringe Benefits</td>
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<td>c. Travel</td>
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<td>d. Equipment</td>
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<td>e. Supplies</td>
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<tr>
<td>f. Contractual</td>
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<tr>
<td>g. Construction</td>
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<tr>
<td>h. Other</td>
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<tr>
<td>i. Total Direct Charges (sum of 6a-6h)</td>
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<td></td>
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<tr>
<td>j. Indirect Charges</td>
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<tr>
<td>k. TOTALS (sum of 6i and 6j)</td>
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<td>7. Program Income</td>
<td>$</td>
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</tr>
</tbody>
</table>
**Budget | Sections C - F**

### SECTION C - NON-FEDERAL RESOURCES

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>(b) Applicant</th>
<th>(c) State</th>
<th>(d) Other Sources</th>
<th>(e) TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
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<td>11.</td>
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<td>12. TOTAL (sum of lines 8-11)</td>
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</table>

### SECTION D - FORECASTED CASH NEEDS

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>Total for 1st Year</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
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</thead>
<tbody>
<tr>
<td>13. Federal</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td>$</td>
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<tr>
<td>14. Non-Federal</td>
<td>$</td>
<td>$</td>
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<td>$</td>
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<td>15. TOTAL (sum of lines 13 and 14)</td>
<td>$</td>
<td>$</td>
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</tr>
</tbody>
</table>

### SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>FUTURE FUNDING PERIODS (YEARS)</th>
<th>(b) First</th>
<th>(c) Second</th>
<th>(d) Third</th>
<th>(e) Fourth</th>
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</thead>
<tbody>
<tr>
<td>16.</td>
<td></td>
<td>$</td>
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<td>17.</td>
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<td>18.</td>
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<td>19.</td>
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<tr>
<td>20. TOTAL (sum of lines 16 - 19)</td>
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</tbody>
</table>

### SECTION F - OTHER BUDGET INFORMATION

<table>
<thead>
<tr>
<th>21. Direct Charges:</th>
<th>22. Indirect Charges:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>23. Remarks:</th>
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</thead>
</table>
Budget | Salary Limitation Cap

- Award funds may not be used to pay more than $183,300 annually for an individual’s salary (exclusive of fringe).
- The salary limitation applies to sub-awards/subcontracts.
- Note these or other salary limitations will apply in FY 2016
Budget | Examples of Salary Limitation Cap

- Individual’s actual base full time salary: $350,000

  50% of time will be devoted to project

  - Direct salary: $175,000
  - Fringe (25% of salary) $43,750
  - Total $218,750

Amount that may be claimed on the application budget due to the legislative salary limitation:

- Individual’s base full time salary adjusted to Executive Level II: $183,300 50% of time will be devoted to the project

  - Direct salary $91,650
  - Fringe (25% of salary) $22,912
  - Total amount $114,562
Budget | Funding Restrictions

Funds may not be used for the following purposes:

• Charges that are billable to third party payers (e.g. private health insurance, prepaid health plans, Medicaid, Medicare),
• Purchase or construction of new facilities or capital improvement to existing facilities,
• Purchase of or improvement to land,
• Purchase of vehicles,
• Fundraising expenses,
Budget | Funding Restrictions, cont’d

• Lobbying activities and expenses,
• Reimbursement of pre-award costs without HRSA GMO prior approval,
• International travel,
• Cash payments to program participants as opposed to non-cash incentives to encourage participation in evaluation activities, or
• Purchase food
Budget Justification | Narrative Tips

• List ALL staff names and position titles to be funded
• Be consistent with names and position titles
• Clearly describe each line-item in the budget justification narrative, specific to the cost category
• Include details of contracts, by cost category in both the line-item budget and budget justification narrative
• Include calculations for all items in the budget justification narrative (unit cost, total number of units)
• Provide a Budget Justification for Year One, then summarize any changes in Years Two through Four.

Remember Be Clear and Concise!
## Line Item Budgets (Years 1 - 4)

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Salary (Years 1 - 4)</th>
<th>% Effort</th>
<th>Year 1 Requested</th>
<th>Year 2 Requested</th>
<th>Year 3 Requested</th>
<th>Year 4 Requested</th>
</tr>
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<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>XXX XXXX, Principal Investigator</td>
<td>$60,000</td>
<td>95%</td>
<td>$57,000</td>
<td>$57,000</td>
<td>$57,000</td>
<td>$57,000</td>
</tr>
<tr>
<td>XXX XXXX, Project Director</td>
<td>$65,000</td>
<td>10%</td>
<td>$6,500</td>
<td>$6,500</td>
<td>$6,500</td>
<td>$6,500</td>
</tr>
<tr>
<td>XXX XXXX, Co-Principal Investigator</td>
<td>in-kind</td>
<td>10%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>XXX XXXX, Evaluator</td>
<td>$55,000</td>
<td>60%</td>
<td>$22,750</td>
<td>$22,750</td>
<td>$22,750</td>
<td>$22,750</td>
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<tr>
<td>XXX XXXX, Research Assistant</td>
<td>$40,000</td>
<td>100%</td>
<td>$26,667</td>
<td>$26,667</td>
<td>$26,667</td>
<td>$26,667</td>
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<tr>
<td><strong>Total Personnel</strong></td>
<td><strong>$112,917</strong></td>
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<td><strong>$129,167</strong></td>
<td><strong>$129,167</strong></td>
<td><strong>$129,167</strong></td>
<td><strong>$129,167</strong></td>
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<tr>
<td><strong>Fringe Benefits</strong></td>
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<tr>
<td>Fringe Benefits (26% of salaries)</td>
<td>$29,358</td>
<td></td>
<td>$33,583</td>
<td>$33,583</td>
<td>$33,583</td>
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<tr>
<td><strong>Total Fringe Benefits</strong></td>
<td><strong>$29,358</strong></td>
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<td><strong>$33,583</strong></td>
<td><strong>$33,583</strong></td>
<td><strong>$33,583</strong></td>
<td><strong>$33,583</strong></td>
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<tr>
<td><strong>Travel</strong></td>
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<tr>
<td>Travel to Attend grantees meetings</td>
<td>$10,500</td>
<td></td>
<td>$7,250</td>
<td>$7,250</td>
<td>$10,500</td>
<td></td>
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<tr>
<td>Local travel</td>
<td>$1,500</td>
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<td>$1,500</td>
<td>$1,500</td>
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<td>$1,500</td>
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<tr>
<td><strong>Total Travel</strong></td>
<td><strong>$12,000</strong></td>
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<td><strong>$8,750</strong></td>
<td><strong>$8,750</strong></td>
<td><strong>$12,000</strong></td>
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<td><strong>Equipment</strong></td>
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<td><strong>Total Equipment</strong></td>
<td><strong>$0</strong></td>
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<td><strong>$0</strong></td>
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<tr>
<td><strong>Supplies</strong></td>
<td></td>
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<tr>
<td>Laptop computer</td>
<td>$1,500</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td>Computer software</td>
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<td>$0</td>
<td>$0</td>
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<td>$0</td>
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<tr>
<td>Office supplies</td>
<td>$3,250</td>
<td></td>
<td>$250</td>
<td>$250</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Participant educational/assistance materials</td>
<td>$4,400</td>
<td></td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
<td></td>
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<tr>
<td><strong>Total Supplies</strong></td>
<td><strong>$17,900</strong></td>
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<td><strong>$2,250</strong></td>
<td><strong>$2,250</strong></td>
<td><strong>$100</strong></td>
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<tr>
<td><strong>Contractual</strong></td>
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<tr>
<td>&lt; Applications Consultant Company &gt;</td>
<td>$70,000</td>
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<td>$70,000</td>
<td>$70,000</td>
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<tr>
<td>ISP Fees</td>
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<td>$6,000</td>
<td>$6,000</td>
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<td><strong>Total Contractual</strong></td>
<td><strong>$76,000</strong></td>
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<td><strong>Other</strong></td>
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<tr>
<td>Printing of assessment tools &amp; project materials</td>
<td>$1,500</td>
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<td>$750</td>
<td>$750</td>
<td>$0</td>
<td></td>
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<tr>
<td><strong>Total Other</strong></td>
<td><strong>$1,500</strong></td>
<td></td>
<td><strong>$750</strong></td>
<td><strong>$750</strong></td>
<td><strong>$0</strong></td>
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<tr>
<td><strong>Total Direct Costs</strong></td>
<td><strong>$249,875</strong></td>
<td></td>
<td><strong>$250,850</strong></td>
<td><strong>$250,850</strong></td>
<td><strong>$250,850</strong></td>
<td><strong>$250,850</strong></td>
</tr>
<tr>
<td>Indirect Cost (Other Sponsored Activities rate of 23% of MTDC)</td>
<td><strong>$47,075</strong></td>
<td></td>
<td><strong>$47,265</strong></td>
<td><strong>$47,265</strong></td>
<td><strong>$47,346</strong></td>
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<tr>
<td><strong>TOTAL YEAR ONE</strong></td>
<td><strong>$296,750</strong></td>
<td></td>
<td><strong>$297,765</strong></td>
<td><strong>$297,765</strong></td>
<td><strong>$298,196</strong></td>
<td></td>
</tr>
</tbody>
</table>
Attachment 2 | Work Plan

- Goals
- Objectives
- Action Steps
- Staff Responsible
- Timeline for Action Steps
- Measurable Outcomes

Recommend providing work plan in a table format
Attachment 2 | Work Plan Tips

Your Work Plan should include objectives and key action steps that are:

• **S**PECIFIC

• **M**EASUREABLE

• **A**CHIEVABLE

• **R**EALISTIC &

• **T**IME FRAMED
Attachment 3 | **Staffing Plan**

- Staffing plan should include sufficient personnel to successfully implement proposed project activities and goals.
- Include education, experience, qualifications, and rationale for the amount of time being requested for each staff.
Application Review | Selection Process

- Division of Independent Review (DIR) is responsible for managing objective reviews within HRSA

- Applications competing for Federal funds receive an objective and independent review performed by a committee of relevant and qualified experts (ORC)

- Applications that pass the initial HRSA eligibility screening will be reviewed and rated by a panel based on the program elements and review criteria

- The competitive objective review process is based solely on the merits of the application. It is critical that the applicant paint a clear picture of the approach and the specific work plan proposed and the capabilities that the applicant brings to the work
Review Criteria are used to review and rank applications. For this FOA, SPNS has 6 review criteria:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Need</td>
<td>10</td>
</tr>
<tr>
<td>2: Response</td>
<td>35</td>
</tr>
<tr>
<td>3: Evaluative Measures</td>
<td>25</td>
</tr>
<tr>
<td>4: Impact</td>
<td>10</td>
</tr>
<tr>
<td>5: Resources/Capabilities</td>
<td>10</td>
</tr>
<tr>
<td>6: Support Requested</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
Award Administration | Award Notices

• Anticipated that awards will be announced prior to the start date of September 1, 2015
• Notices will be sent electronically to the applicant’s Authorized Organization Representative (AOR) and reflects the only authorizing document.
• Any other correspondence announcing that a application has been selected for award is not an authorization to begin performance.
Award Administration | Reporting Requirements

• Successful applicants must comply with Section 6 of HRSA’s SF-424 Application Guide and the following reporting and review activities:
  
  • **Progress Report(s).** The awardee must submit a progress report to HRSA on **semi-annual** basis. Further information will be provided in the award notice.
  
  • **Final Report.** The awardee must submit a final report to HRSA within 90 days of the project period end date.
  
  • **Institutional Review Board Approval Documentation.** Awardee is required to submit and obtain documentation of IRB approval on all multi-site evaluation protocols and data collection instruments. Prior to their expiration, grantee must submit documentation from that IRB, which indicate the project has undergone an annual review and complies with all IRB requirements.
Application Submission | Registration and How to Apply

• Obtain a Data Universal Numbering Systems number (DUNS)
• Register with the System for Award Management (SAM)
• Identify the organization’s E-Business Point of Contact (E-Biz POC)
• Confirm the organization’s SAM registration is active and the “Marketing Partner ID Number (M-PIN)” is current.
• Register an Authorized Organization Representative (AOR)
• Obtain a username and password from the Grants.gov Credential Provider


Registration can take at least one month: Start Now!
Application Submission | Registration and How to Apply

For Final Guidance and other application-related information, Go to: www.Grants.gov

Announcement #: HRSA-15-031
CFDA: 93.928

For assistance submitting application, contact Grants.gov
Phone: 1-800-518-4726
E-mail: support@grants.gov
Electronic applications must be received through Grants.gov by

April 3, 2015
11:59 PM Eastern Time
Contacts

Program Questions

Adan Cajina  
(301) 443-3180  
acajina@hrsa.gov

Budget Questions

Beverly Smith  
(301) 443-7065  
bsmith@hrsa.gov

For an archive of this session, go to the TARGET Center Website:  
https://careacttarget.org/
Questions and Answers
Grant Writing Pearls of Wisdom!

• Read/review the FOA and SF 424 Application Guide carefully
• Include all requested information/documents
• Register and Apply early!
• Make sure the person who can submit for your organization will be available
• Plan ahead for scanning documents
• Use the latest versions
  • Application package
  • Adobe Reader software 8.1.1 or later
• Have all your pin numbers and passwords handy!
Grant Writing Pearls of Wisdom!

• **Do Not Go Over the 80 Page Limit**
  • Print your entire application before uploading into Grants.gov so you can make sure it is not over the page limit
  • Any applications over the page limit will not be reviewed. Your application will automatically be rejected by Grants.gov

• **Do Not Exceed the 50 character limit on file names**
  • Your application may be rejected by Grants.gov if you use attachment names greater than 50 characters.