



Ending the HIV Epidemic: A Plan for America — Ryan White HIV/AIDS Program Parts A and B (HRSA-20-078) Pre-Application Technical Assistance Conference Call August 27, 2019

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Vision: Healthy Communities, Healthy People



Agenda

- HAB Vision and Mission
- Purpose of Funding Opportunity
- Background on the Ending the HIV Epidemic Initiative
- Award Information
- Eligibility Information
- Application and Submission Information
- Application Review Information
- Application Submission Tips
- Question and Answer



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
- **MIS** – Management Information System
- **NOFO** – Notice of Funding Opportunity
- **PO** – Project Officer
- **RWHAP** – Ryan White HIV/AIDS Program
- **SAM** – System for Award Management



HIV/AIDS Bureau Vision and Mission

Vision

Optimal HIV/AIDS care and treatment for all

Mission

Provide leadership and resources to assure access to and retention in high quality, integrated care, and treatment services for vulnerable people living with HIV and their families



Purpose of the Ending the HIV Epidemic: A Plan for America Initiative

- The purpose of this initiative is to focus resources in 48 counties, Washington, D.C., San Juan, Puerto Rico and seven states to implement effective and innovative strategies, interventions, approaches, and services to achieve the goals of the Ending the HIV Epidemic initiative.
- The initiative has Four Pillars or 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 service programs (SSPs)
 - **Respond** quickly to potential HIV outbreaks to get needed prevention and treatment services to people who need them

Please refer to pages 1 of the NOFO



Purpose of Funding Opportunity

HRSA-20-078

Applicants must describe how proposed activities will address or support two pillars of the initiative:

- Pillar Two (Treat):
 - Expand access to HIV care and treatment in the focus jurisdictions for people with HIV
 - Address unmet needs and improving client-level health outcomes
- Pillar Four (Respond):
 - Respond quickly to HIV cluster detection efforts for those people with HIV needing HIV care and treatment

Please refer to pages 1 to 2 of the NOFO



Background

Ending the HIV Epidemic: A Plan for America

- This 10-year initiative seeks to achieve the important goals of:
 - Reducing new HIV infections in the United States to less than 3,000 per year by 2030
 - Reducing new HIV infections by 75 percent within the first 5 years
- The initiative will promote and implement the four Pillars to substantially reduce HIV transmissions – Diagnose, Treat, Prevent, and Respond.

Please refer to pages 3 to 6 of the NOFO



Award Information

- Funding will be provided through a cooperative agreement.
- Approximately \$55,125,000 is available in year one to fund 47 applicants. See Appendix B for funding ranges.
- It is anticipated that the total annual amount available over the five year period of performance could increase from \$55 million to an amount that achieves the initiative's 5-year goal of a 75% reduction in new HIV infections and provides sufficient resources to address social determinants of health such as housing and behavioral health for the newly diagnosed, not virally suppressed, or not yet engaged in HIV care.

Please refer to pages 6 to 8 of the NOFO



Eligibility Information

Eligible applicants are:

- RWHAP Part A funded Eligible Metropolitan Areas (EMAs) or Transitional Grant Areas (TGAs) 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, PR.
- 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 Program of the State of Ohio on behalf of Hamilton County.

Please refer to page 8 of the NOFO



Application and Submission Information

Two Components of the NOFO:

- 1) HRSA-20-078, *Ending the HIV Epidemic: A Plan for America — Ryan White HIV/AIDS Program Parts A and B*, 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



Application Package

Applicants must include the following:

- **SF-424 Application for Federal Assistance**
- **Project Abstract (uploaded in box 15 of the SF-424)**
- Project/Performance Site Location Form
- **Project Narrative (uploaded to the Project Narrative Attachment Form)**
- **SF-424A Budget**
- **Budget Narrative (uploaded to the Budget Narrative Attachment Form)**
- **Attachments (Section IV 2. v. of NOFO)**
- Grants.gov Lobbying Form
- SF-424B Assurances
- Key Contacts



Project Abstract

HRSA-20-078

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.

* Note: Abstract must be single-spaced and no more than one page in length.

*Please refer to page **10** of the NOFO*



Project Narrative

HRSA-20-078

Sections:

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

Please refer to pages 10 to 15 in the NOFO



Project Narrative – Introduction

HRSA-20-078

The applicant will describe:

- The proposed project and the target populations.
- How proposed activities will address the goal of the initiative.
- How you will use initiative resources in conjunction with RWHAP Parts A and B system of HIV care and treatment.

*Please refer to page **11** in the NOFO*



Project Narrative - Needs Assessment

HRSA-20-078

In this section, the applicant will:

- Provide a summary and the data source used to determine each target population identified for this initiative.
- Discuss any service gaps, barriers, and unmet needs with regard to rapidly engaging and retaining, treating HIV infection, and achieving sustained viral suppression for the target populations.
- Describe existing need for, and any current or potential challenges to, collaborating with other relevant partners/providers/agencies to identify, link, engage, retain, and achieve viral suppression for the target populations.

*Please refer to pages **11** in the NOFO*



Project Narrative – Methodology

HRSA-20-078

In this section the applicant will:

- Propose methods to address the stated needs.
- Propose methods that address Pillar Two (Treat) of the initiative:
 - Expanding access to care and treatment for people with HIV
 - Addressing barriers and unmet needs
 - Improving client-level health outcomes
- Propose methods that support Pillar Four (Respond) of the initiative:
 - Responding quickly to HIV cluster detection for people with HIV needing care and treatment

Please refer to pages 12 to 13 of the NOFO



Project Narrative – Methodology

HRSA-20-078

- Propose methods that **are innovative and creative and not limited to the current RWHAP service categories**
- Ensure that methods build upon existing strategic plans such as:
 - The Ending the HIV Epidemic Plan (funded by CDC)
 - The Integrated HIV Prevention and Care Plan
 - Community needs assessments
 - Other specific ending the HIV epidemic plans

*Please refer to pages **12** to **13** of the NOFO*



Project Narrative – Methodology

HRSA-20-078

Collaboration and Coordination:

- Collaborate/coordinate with organizations to address barriers identified in the needs assessment section.
- Build and maintain effective partnerships with new and existing key providers in the community including key points of entry, other RWHAP funded programs, other federally-funded entities, and providers and stakeholders outside of current network that serve and support the target populations.
- Identify tasks each partner will perform and the funding you expect to allocate.
- Describe people with HIV who represent the target populations/organizations that will be engaged in this project.
- Include letters of support/letters of commitment from each partner and collaborating entity submitted in Attachment 4.



Please refer to pages 12 to 13 of the NOFO

Project Narrative – Methodology

HRSA-20-078

Sustainability

- Describe how you will continue efforts to end the HIV epidemic in your jurisdictions after the period of federal funding ends.
- Describe how you will balance efforts to have immediate impact with efforts to establish longer-term, more sustainable interventions.
- Share strategies/services and interventions that have been effective and have led to improved outcomes in the target population.

Please refer to pages 11 to 13 of the NOFO



Project Narrative - Work Plan

HRSA-20-078

- Submit a detailed work plan for the five-year period of performance in table format as **Attachment 1**.
- Work plan should reflect increasing activity resulting from potential increase in funding in Years Two through Five



Please refer to pages 13 of the NOFO



Project Narrative - Work Plan

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

SPECIFIC

MEASURABLE

ACHIEVABLE

REALISTIC &

TIME FRAMED!



Sample Work Plan – Table

Goal X:			
Objective X:			
Key Action Steps	Completion Date	Staff Responsible	Progress Measure(s)

Project Narrative - Resolution of Challenges

HRSA-20-078

- Discuss challenges in designing and implementing work plan activities and methods described in the Methodology section.
- Identify any potential need for TA from the TAP (HRSA-20-079) and SCP (HRSA-20-089).
- Describe approaches to resolve challenges and proposed resolutions to barriers identified in the Needs Assessment section.



*Please refer to page **13** of the NOFO*



Project Narrative - Evaluation and Technical Support Capacity

HRSA-20-078

1) Program Infrastructure

- Describe the **current or proposed** information system capabilities and the methods that will collect, manage, and analyze data (e.g., assigned skilled staff, data management software).
- Describe the **systems and processes** that will support your organization's **monitoring** of the proposed initiative activities, including performance outcomes.
- Describe your capacity to measure and report on a timely and regular basis data associated with the initiative Pillars Two and Four.

2) Data Collection and Management

- Describe how you will **coordinate data collection** and **exchange** with multiple partner sites and with the HIV surveillance system.
- Describe how you will routinely **assess data quality** and **coordinate data** quality remediation activities with partner sites.
- Describe the **data collection, data review, and data submission processes** that will be in place to collect data elements as outlined in the initiative Pillars Two and Four, and meet the reporting requirements as outlined in this NOFO.

See pages 14 to 15 in the NOFO



Project Narrative - Evaluation and Technical Support Capacity

HRSA-20-078

3) Project Evaluation:

- Describe the evaluation plan you will use to monitor the development, implementation, and outcomes of the project activities.
- Describe the process you will use to measure impact of the program.
- Describe your plans to monitor progress towards completion of stated goals and objectives of the initiative.
- Describe any potential obstacles for implementing the program performance evaluation and plans to address those obstacles.

See page 15 in the NOFO



Project Narrative - Organizational Information

HRSA-20-078

- **Organizational Description and Chart**
 - Provide an organizational profile and project organizational chart, as **Attachment 5**.
- **Management and Staffing Expertise**
 - Highlight key staff, partners and collaborators with relevant expertise and experience with similar work.
 - This information should align with the staffing plan provided in **Attachment 2** and the biographical sketches of key personnel provided in **Attachment 3**.
- **Key Partnerships**
 - Describe the expertise of partners and collaborators discussed in the Methodology section, including their experience providing HIV care and treatment, and conducting outreach to engage target populations for this initiative.
 - Describe your plan to address current or potential challenges for building new partnerships or connecting with existing programs who can implement initiative activities.

*Please refer to pages **15** of the NOFO*



Sample Staffing Plan

Name	Education/ Credentials	Title	Project Role	Experience/Qualifications
Mrs. Doe	MPH	Program Coordinator	Oversight of RWHAP award and project implementation	5 years as program coordinator, previously was Data/CQM Manager for same entity
Dr. Jones	MD	Medical Director	Oversight of clinic staff, SOPS and CQI projects	15 years providing HIV primary care
Ms. Kona	Assoc Degree	CQM Coordinator, Retention Specialist	Oversight of CQM Activities	4 years working in HIV clinic scheduling appointments, making referrals, medical data entry
Mr. Lewis	MSW	Medical Case Manager	Treatment adherence training	3 years providing HIV medical case management

Budget Requirements

Budget information consists of three parts:

1. SF-424A Budget Information for Non-Construction Programs (included in the application package)
2. Program-specific line item budget (*Attachment #6*)
3. Budget justification narrative

See pages **16** to **19** in the NOFO, and **17** to **31** in the SF424 Application Guide



Budget Requirements: SF-424A

[View Burden Statement](#)

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006

Expiration Date: 01/31/2019

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.						



Budget Requirements: SF-424A

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Program Income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Budget Requirements: SF-424A

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS	
8. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
12. TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
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. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>				
23. Remarks: <input type="text"/>					



Salary Limitation

- The Consolidated Appropriations Act, 2017 (P.L. 115-31), Division H, § 202 states, “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.”
- As a reminder, funds and program income generated by HRSA awards may not be used to pay salaries in excess of the rate limitation.



Salary Rate Limitation Example

- Individual's full time salary: \$255,000.

50% of time will be devoted to the project

Direct salary	\$127,500
Fringe (25% of salary)	\$31,875
Total amount	\$159,375

- Amount that may be claimed on the federal award due to the legislative salary limitation:

- Individual's base full time salary *adjusted* to Executive Level II:
\$192,300

50% of time will be devoted to the project

Direct salary	\$96,150
Fringe (25% of salary)	\$24,037.50
Total amount	\$120,187.50



Attachments

List of Attachments can be found in Section IV. 2. v. 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 count toward the page limit



Please refer to pages 19 to 20 of the NOFO



Funding Restrictions

The following conditions apply to these funds:

- Payor of Last Resort restriction
- Caps on grant administration, planning and evaluation, and CQM costs
- Requirement to only use program income and rebates generated as a result of the awarded funds to be used for approved project-related activities.



Please refer to pages 22 to 23 of the NOFO

Funding Restrictions, continued

In addition to the general restrictions included in Section 4.1.iv of the [*SF-424 Application Guide*](#), funds may not be used for the following:

- Cash payment to intended recipients of services
- Clinical research
- International travel
- Construction
- Syringe Services Programs (SSPs)
- Pre-Exposure Prophylaxis (PrEP)
- Supplanting of funds for any other federal award or state funds



Please refer to page 22 to 23 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 review criteria in Section V 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 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.

See pages 23 to 27 in the NOFO



Application Review Information

HRSA-20-078

- 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	25
Criterion 3: Evaluative Measures	15
Criterion 4: Impact	25
Criterion 5: Resources/Capabilities	15
Criterion 6: Support Requested	10
Total Points	100



Please refer to pages 23 to 26 of the NOFO



Application Review Crosswalk

- Review Criteria correspond to the applicant's written response to the Project Narrative and required attachments:

<u>Narrative Section</u>	<u>*Review Criteria</u>
Introduction	(1) Need
Needs Assessment	(1) Need
Methodology	(2) Response
Work Plan	(2) Response and (4) Impact
Resolution of Challenges	(2) Response
Evaluation and Technical Support Capacity	(3) Evaluative Measures and (5) Resources/Capabilities
Organizational Information	(5) Resources/Capabilities
Budget and Budget Narrative	(6) Support Requested – the budget section should include sufficient justification to allow reviewers to determine the reasonableness of the support requested.



Please refer to page 16 of the NOFO



Application Package: Where is it?

- At www.grants.gov
 - Search by opportunity number, or
 - CFDA
- 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 [insert name] 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	1 st e-mail	Submission Receipt	Within 48 hours	Grants.gov	AOR
	2 nd e-mail Most Crucial	Submission Validation Receipt OR Rejected with Errors	Within 48 hours	Grants.gov	AOR
	3 rd e-mail	Grantor Agency Retrieval Receipt	Within Hours of second e-mail	Grants.gov	AOR
	4 th e-mail	Agency Tracking number assignment	Within 3 business days	Grants.gov	AOR



SF424 Application Guide, section 8.2.5



Reminders

- Your application must be electronically submitted through and successfully validated by Grants.gov no later than **October 15, 2019** **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

Heather Hauck, MSW, LICSW
Deputy Associate Administrator
HRSA HIV/AIDS Bureau
Email: HHauck@hrsa.gov
(301) 443-3613

Grants Contact

Marie Mehaffey
Grants Management Specialist
HRSA Office of Federal
Assistance Management
Email: MMehaffey@hrsa.gov
(301) 945-3934



Q&A - Your Questions are Welcome!



HRSA HAB TargetHIV Website

<https://targethiv.org/calendar/webinar-and-call-archives>





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