Ryan White HIV/AIDS Program Part F Dental Reimbursement Program Pre-Application Technical Assistance Conference Call HRSA-19-032

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Agenda

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

Acronyms

- **DRP – Dental Reimbursement Program**
- **HRSA – Health Resources and Services Administration**
- **HAB – HIV/AIDS Bureau**
- **DSR – Dental Services Report**
- **EHB – Electronic Handbooks**
- **GMS – Grants Management Specialist**
- **NOFO – Notice of Funding Opportunity (formerly FOA)**

- **PLWH – People Living with HIV**
- **PO – Project Officer**
- **RWHAP – Ryan White HIV/AIDS Program**
- **SAM – System for Award Management**
- **DUNS – Data Universal Numbering System**

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

- Improve access to oral health care services for low income, uninsured, and underserved people living with HIV (PLWH)
- Support related education and training for the delivery of dental care to PLWH
- Defray a portion of unreimbursed dental care costs incurred by treating low income, uninsured, and underserved PLWH at accredited dental or dental hygiene education programs recognized by the Commission on Dental Accreditation
- Reimburse costs incurred by eligible entities from July 1, 2017 through June 30, 2018

Please refer to page 1 of the NOFO

Award Information

- Approximately $8,700,000 is available to fund up to 56 recipients.

- Successful applicants will receive a partial reimbursement for the costs of uncompensated oral health care services delivered from July 1, 2017, through June 30, 2018.

- The period of performance is September 1, 2019 – March 31, 2020 (six months to draw down funds).

Please refer to pages 3 to 4 of the NOFO

Eligibility Information

- Applicants are limited to accredited dental schools and other accredited dental education programs, such as dental hygiene programs or those sponsored by a school of dentistry, a hospital, or a public or private institution that offers postdoctoral training in the specialties of dentistry, advanced education in general dentistry, or a dental general practice residency.

- Cost sharing/matching is not required.

- Maintenance of Effort (MOE) is required.

Please refer to page 4 of the NOFO

Application and Submission Information

Two Components of the NOFO:

1) HRSA-19-032 RWHAP Part F DRP 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

Please refer to page 5 of the NOFO

Application Package

The application package for HRSA-19-032 is limited to the following:

- Application for Federal Assistance (SF-424)
- Assurances for Non-Construction Program (SF-424B)
- Project/Performance Site Location(s) Form
- Grants.gov Lobbying Form
- Attachment 1: Maintenance of Effort (MOE) Documentation

Note: Abstract, budget, budget narrative, staffing plan and personnel requirements, and project narrative are <u>not</u> required for DRP.

General Recipient Expectations

- **Patient Payment for Services:** Recipients must have consistent and equitable policies and procedures related to verification of patients' financial status.

- **Payor of Last Resort and Eligibility Determination:** With the exception of programs administered by or providing the services of the Indian Health Service or the Department of Veterans Affairs, the RWHAP is the payor of last resort.

- **Other Financial Management Issues:** Applicants must have appropriate financial systems and internal controls in place to safeguard assets, segregate federally funded and grant related program income activities, ensure accountability and control of federal funds, maintain adequate cash flow to meet daily operations and maximize revenue from non-Federal sources.

Please refer to pages 6 to 7 of the NOFO

General Recipient Expectations

- **Education and Training:**
  - DRP awarded applicants must ensure HIV-related oral health education and training for dental students, dental hygiene students, dental residents, or other dental providers.

  - DRP applicants are encouraged to train and educate dental providers in evidence informed interventions and clinical protocols for addressing opioid epidemic and substance misuse.

  - Dental education programs are encouraged to collaborate with community organizations, other health professions schools, and local and state governments to develop and implement interventions to limit opioid prescriptions and teach best practices in prescribing to the next generation of dental professionals.

Please refer to page 7 of the NOFO

SF-424 Face Page

Important Note:

- Applicants must enter the total unreimbursed costs of oral health care provided to PLWH from July 1, 2017, through June 30, 2018, in fields **18a and 18g**.

- These totals <u>must</u> match the amount reported in the [Dental Services Report](#) item **23a.**

- **Failure to submit this information will result in an incomplete application and your application will be deemed ineligible.**

Please refer to page 7 of the NOFO

Attachment 1: Maintenance of Effort (MOE)

- DRP funds are **not** intended to be the sole source of support for oral health care services for PLWH.

- RWHAP legislation requires DRP recipients to maintain expenditures of state funds (if any) for DRP-related activities at a level equal to or greater than the fiscal year preceding the DRP reimbursement period.

- MOE is important in ensuring that RWHAP funds are used to supplement, **not** supplant, state funds allotted for oral health care services for PLWH.

Please refer to page 8 of the NOFO

Attachment 1: Maintenance of Effort (MOE)

NON-FEDERAL EXPENDITURES

Applicant's FY Prior to Reimbursement Period (Actual)	Following FY (Actual)
Actual total State funds expended by the applicant for oral healthcare services for low income PLWH during the FY prior to the reimbursement period. Amount: $_____	Actual total State funds expended by the applicant for oral healthcare services for low income PLWH during the FY immediately following the FY reported in column one. Amount: $_____

NOTE: Federal funds including RWHAP Parts A, B, C, and D are <u>not</u> a state funding source and should not be included. If there were no state funds expended, enter zero.

Funding Restrictions

- The General Provisions in Division H of the Consolidated Appropriations Act, 2018 (P.L. 115-141) apply to this program.

- Applicants must have the necessary policies, procedures and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding.

- All program income generated as a result of awarded funds must be used for approved project-related activities.

Please refer to page 10 of the NOFO

Application Review Information

- The DRP supports all eligible applicants who can document unreimbursed costs of oral health care provided to PLWH.

- The Division of Community HIV/AIDS Programs will review each application for eligibility including accreditation status, completeness, accuracy, and compliance with the requirements outlined in the NOFO.

- HRSA may elect not to fund applicants with management or financial instability that directly relates to the organization's ability to implement statutory, regulatory, or other requirements.

- Following review of all applicable information, HRSA's approving and business management officials will determine whether an award can be made, if special conditions are required and what level of funding is appropriate.

- **Note: Award decisions are discretionary and are <u>not</u> subject to appeal to any HRSA or HHS official or board.**

Please refer to pages 10 to 11 of the NOFO

Reporting Requirements

Award recipients must comply with Section 6 of HRSA's SF-424 Application Guide **and** the following reporting and review activities:

1) **Dental Services Report (Due on April 25, 2019)**
    - Recipients must electronically complete and submit the Dental Services Report as a Microsoft Access dataset to Ryan White Data Support at RyanWhiteDataSupport@wrma.com

2) **Integrity and Performance Reporting**
    - The Notice of Award will contain a provision for integrity and performance reporting in Federal Awardee Performance and Integrity Information System (FAPIIS).

Note: Progress Reports, Federal Financial Form and the Final Report noted under Section 6 of HRSA's SF-424 Application Guide are not required for the DRP.

Please refer to page 12 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: **HRSA-19-032** or
  - CFDA: **93.924**

- The Application Guide is available at https://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf or click the links in the NOFO.

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 Part F Dental Reimbursement 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!

HRSA
Ryan White & Global HIV/AIDS Programs

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
  - support@grants.gov
  - 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

SF424 Application Guide, section 8.2.5

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 GRANTXXXXXXXXX."**

Reminders

- Your application must be electronically submitted through and successfully validated by Grants.gov no later than **April 25, 2019, 11:59 pm ET.**

- Applicants must correctly complete unreimbursed costs of oral health care on the SF-424 Face Page in fields 18a and 18g and these totals <u>must</u> match item 23a on Dental Services Report. **Failure to submit this information will result in an incomplete application and your application will be deemed ineligible.**

- Recipients must electronically complete and submit the Dental Services Report as a Microsoft Access dataset to Ryan White Data Support at **RyanWhiteDataSupport@wrma.com.**

- 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:

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Q&A - Your Questions are Welcome!

HAB TargetHIV Website

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

Connect with HRSA

To learn more about our agency, visit

www.HRSA.gov

✉ Sign up for the HRSA *eNews*

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