Non-Competing Continuation (NCC) for Ryan White HIV/AIDS Program (RWHAP) Part B/ADAP (X07) NCC Progress Report Submission

October 4, 2023

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Division of State HIV/AIDS Programs
HIV/AIDS Bureau (HAB)

Vision: Healthy Communities, Healthy People

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.

Agenda

- Welcome and Updates

- Non-Competing Continuation (NCC) Process Background

  - NCC Progress Report Components, including key changes

- NCC Progress Report Submission

Announcements

Susan Robilotto, D.O.
Director, Division of State HIV/AIDS Programs
HIV/AIDS Bureau
Health Resources and Services Administration

Announcements

- **ADAP Emergency Relief Funds grant application** must be electronically submitted through and successfully validated by Grants.gov no later than **October 24, 2023**, **11:59 pm ET**.

- **DSHAP Administrative Reverse Site Visit (ARSV)**
  - November 14-17, 2023 at the Health Resources and Services Administrations' headquarters in Rockville, Maryland and virtually

- **HAB You Heard**
  - October 18, 2023 from 2:00-3:00 PM ET

QUESTIONS / COMMENTS

BACKGROUND

Non-Competing Continuation (NCC)

- The NCC is a request or award for a subsequent budget period within a previously approved project for which a recipient does not have to compete with other applications.

- In order to reduce recipient reporting burden, DSHAP moved from an annual application submission to a five-year project period in 2017.

- Recipients complete a NCC Progress Report annually through the Electronic Handbooks (EHBs) as part of the NCC process.

Five Year Project Period Milestones

Fiscal Year (FY) 2022 Year 1	• **Competitive Application – Grants.gov** • 1 Year Project Period: April 1, 2022 - March 31, 2023
Year 2	• **Non-Competing Continuation (NCC) Application – EHB** • Budget Period 2 in 5 Year Project Period: April 1, 2023 - March 31, 2024
Year 3	• **Non-Competing Continuation (NCC) Application – EHB** • Budget Period 3 in 5 Year Project Period: April 1, 2024 - March 31, 2025
Year 4	• **Non-Competing Continuation (NCC) Application – EHB** • Budget Period 4 in 5 Year Project Period: April 1, 2025 - March 31, 2026
Year 5	• **Non-Competing Continuation (NCC) Application – EHB** • Budget Period 5 in 5 Year Project Period: April 1, 2026 - March 31, 2027
FY 2027 Year 1	• **Competitive Application – Grants.gov** • 5 Year Project Period: April 1, 2027 - March 31, 2028

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RWHAP Part B HIV Care Program (X07)

RWHAP Part B States/Territories Formula and RWHAP AIDS Drug Assistance Program (ADAP) Formula and ADAP Supplemental Awards include the following:

- o RWHAP Part B Base
- o AIDS Drug Assistance Program (ADAP) Base
- o ADAP Flexibility
- o ADAP Supplemental
- o Minority AIDS Initiative (MAI)
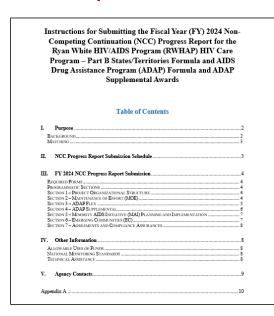- o Emerging Communities (EC)

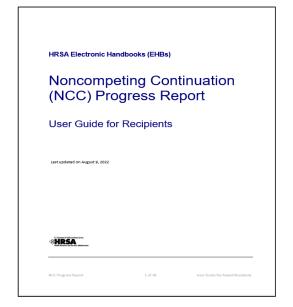# NCC Progress Report

Components and Updated Questions

Key Materials

NCC Progress Report Instructions – Outlines requirements

NCC Progress Report User Guide – Includes the EHBs steps and screen captures

Updating Key Contact and Principal Form

Click on 'Key Contact/Principal' from left menu or click on 'Update' link for 'Key Contact/Principal' form from 'NCC Progress Report - Status Overview' page.

Updating Key Contact and Principal Form

The Key Contact/Principal form has two sections.

Key Contact/Principal Information Section
- The recipient <u>must</u> add at least one key contact to complete the form.
- The recipient <u>can</u> add, update, delete, and change the key contact.
- The recipient <u>can</u> add any number of key contacts. There is no limit.

Biographical Sketch Section
- This is an optional section
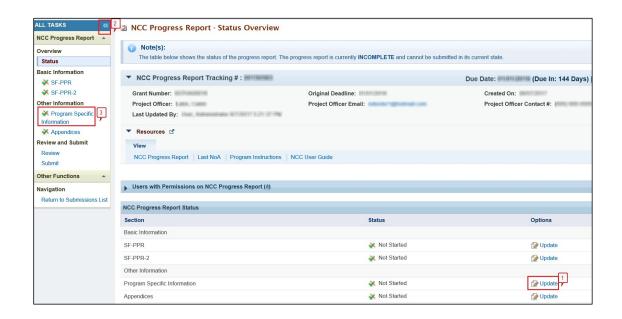- The recipient can attach any number of files in this section.

NCC Progress Report Overview

- Project Organizational Structure, Staffing Plan and Job Descriptions, *if any changes*
- Maintenance of Effort, *Non-federal expenditure for HIV-related activities*
- RWHAP ADAP Flexibility, *Funds for access, adherence and monitoring –*
- Information needed for Formula
  - RWHAP ADAP Supplemental Grants
    - ✓ Match requirements
    - ✓ Waiver requests
  - Minority AIDS Initiative
  - Emerging Communities
- Upload Agreements and Compliance Assurances

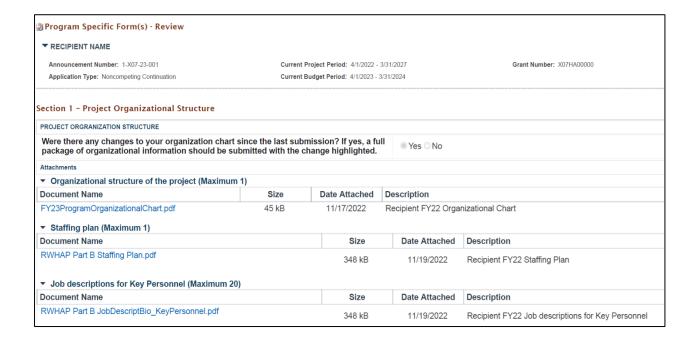# Program Specific Section

Section 1: Project Organizational Structure

Project Organizational Structure – Overview

- If there were any changes to organizational structure since submission of the full application (HRSA-22-033), recipients must upload the following:
  - A complete organization chart
  - A complete staffing plan highlighting all changes (including staff changes)
- Recipients must also upload job descriptions for each new or revised position highlighted in the organizational chart and staffing plan.

Project Organizational Structure

Project Organizational Structure

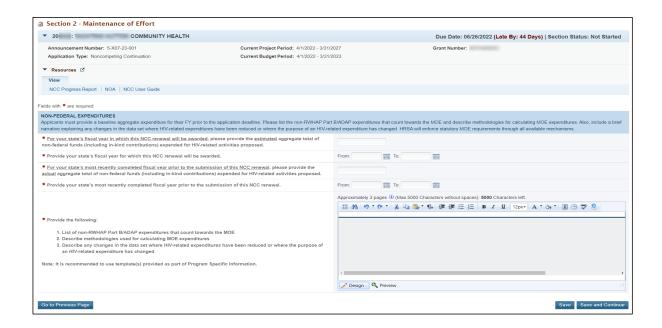# Section 2: Maintenance of Effort

Maintenance of Effort (MOE)

Maintenance of Effort (MOE) – Overview

To demonstrate compliance with the MOE provision:

- States/territories must maintain adequate systems for consistently tracking and reporting on HIV-related expenditure data from year to year.
- Systems must:
  - Define the methodology
  - Be written and auditable
  - Ensure federal funds do not supplant state spending, but instead expand and enrich HIV-related activities
- Based on state/territory fiscal year – tied to use of non-federal funds

Section 2617(b)(7)(E) of the PHS Act

MOE – NCC Progress Report
Based on State/Territory Fiscal Year

- For state/territory FY in which this NCC will be awarded, provide <u>estimated aggregate total</u> of non-federal funds expended for HIV activities
  - State FY in which this NCC will be awarded

- For state/territory FY most recently completed prior to submission of NCC, provide <u>actual aggregate total</u> of non-federal funds expended for HIV activities
  - State FY most recently completed

MOE Compliance Calculation

Estimate for future FY $\geq$ **Expenditure from recently completed FY** $\geq$ **Expenditure from prior FY**

Estimated contribution of non-federal funds **must be equal to or greater than actual expenditure** from most recently completed state FY	Actual expenditure of non-federal funds during most recently completed state **FY must be equal to or greater than actual expenditures in prior year**	Reported in previous X07 NCC

Demonstrates commitment to ongoing compliance

Used to determine compliance with MOE requirement

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Section 3: ADAP Flexibility

ADAP Flexibility – Overview

- Section 2616(c)(6) of the PHS Act allows for a percentage of a recipient's ADAP award be used to "encourage, support, and enhance adherence to and compliance with treatment regimens, including related medical monitoring."

- States/territories may request to redirect up to five (5) percent of their ADAP base award for adherence and compliance (including monitoring) services under this policy, and up to ten (10) percent in 'extraordinary circumstances.'
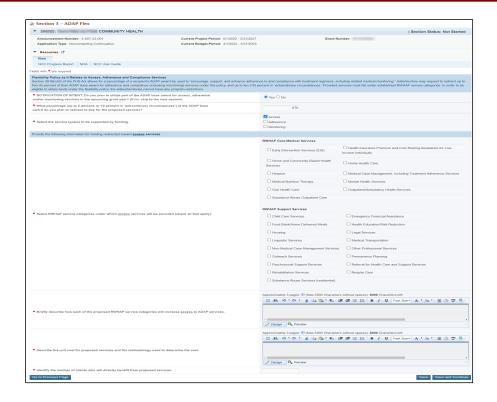
ADAP Flexibility – Overview

Applicants must identify whether ADAP Flex funds will be used to support access, adherence, and/or monitoring services.

- For each area selected, **applicants must identify the specific services to be provided using service categories described in HRSA HAB Policy Clarification Notice 16-02** (https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf)

- Applicants must select the service categories that will be funded to support access, adherence, and/or monitoring for ADAP clients.

Completing the ADAP Flexibility Section

ADAP Flexibility – Eligibility

- States/territories cannot have any program restrictions (e.g. waiting list) to utilize funds under the ADAP Flexibility Policy.

- If the ADAP Flex request is approved, recipients will receive notification on their FY 2024 Notice of Award (NoA).

Section 4: ADAP Supplemental

ADAP Supplemental – Overview

- Section 2618(a)(2)(F)(ii) of the PHS Act states that five percent of the ADAP appropriation will be reserved as supplemental funding to purchase medications for states and territories with demonstrated **severe need**.

- A state/territory must meet certain established criteria in order to be eligible to apply for an ADAP Supplemental Grant.

- Must be used to provide HIV-related medications or systems needed to administer them.

- 25% match is required.

ADAP Supplemental – Eligibility

To determine if a state/territory demonstrates a severe need, HRSA HAB considers the following criteria as reported on the most recent ADAP Data Report (ADR):

- Financial requirement of Federal Poverty Level (FPL) = or <200 percent
- Limited formulary compositions of all core classes of antiretroviral medications
- Waiting list, capped enrollment, or capped expenditures
- An unanticipated increase of eligible individuals with HIV

ADAP Supplemental – Eligibility (cont.)

- Even if a state/territory meets one of the eligibility criteria listed above, it will be deemed ineligible for FY 2024 ADAP Supplemental funds if the state/territory did not obligate 75 percent of its FY 2023 RWHAP Part B award within 120 days of receipt of their final award.

- The 75 percent obligation must be reported on the FY 2023 Interim Federal Financial Report (FFR) submitted within 150 days of the final award.
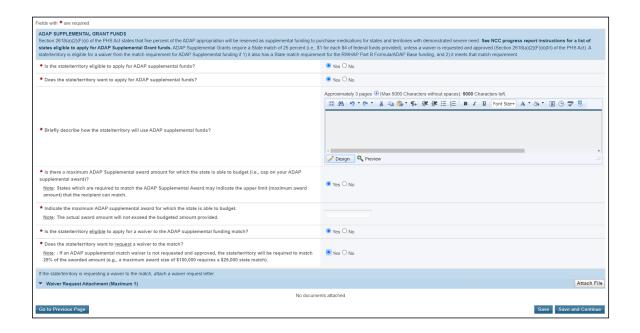
ADAP Supplemental – Eligibility (cont.)

- The Coronavirus Disease 2019 (COVID-19) public health emergency posed significant challenges for RWHAP recipients, providers, and clients to provide and access care. On March 2, 2023, HRSA HAB released a letter that conferred flexibility or administrative relief from some statutory penalties and administrative requirements for FY 2023 in accordance with the Consolidated Appropriations Act, 2023, Pub. L. 117-328, Division H, § 237.

- For FY 2023, recipients had the option to request a waiver of the expedited distribution requirement to obligate 75 percent of FY 2023 RWHAP Part B/ADAP award within 120 days after the final award date. Therefore, states/territories with an approved waiver will not be deemed ineligible if they did not obligate 75 percent of their FY 2023 award within 120 days of the final award.

Completing the ADAP Supplemental Section

ADAP Supplemental – Eligibility

Based on the eligibility criteria, the following states/territories are eligible to apply for a FY 2024 RWHAP ADAP Supplemental Grant.

Nebraska	Ohio	Idaho
Georgia	Utah	Puerto Rico
Illinois	Kansas	District of Columbia
Indiana	Texas	Virgin Islands

Section 5: Minority AIDS Initiative

Minority AIDS Initiative (MAI) - Overview

MAI funding is for:

- Eligible entities who do not decline funding.

- Education and outreach to improve minority access to medication assistance programs, including ADAP.

Completing the MAI Section

The purpose of this section is to indicate interest in receiving MAI funding, which must be used to increase racial and ethnic minority populations' enrollment in the ADAP through education and outreach services.

- Note: For those interested in receiving MAI funding, narrative or budget information are not required in the NCC Progress Report. This information will be required as a post-award reporting requirement.

Section 6: Emerging Communities
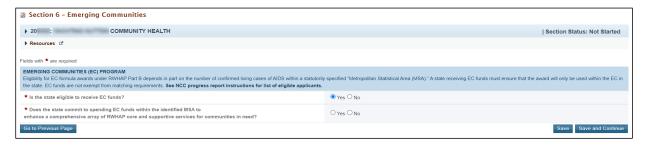
Emerging Communities – Overview

- Emerging Communities (EC) funding is distributed to the state or territory for communities that report between 500 and 999 cumulative reported AIDS cases over the most recent five years.

- An Emerging Community may cross state lines
  - Recipients need to ensure that funds are put toward needs in identified communities.

Completing the EC Section

The purpose of this section is to indicate eligibility for Emerging Communities (EC) supplemental funding. The EC supplemental grant award is authorized under Section 2621 of the PHS Act and allows states/territories to supplement RWHAP Part B services in communities with emerging HIV epidemics. States/territories with a statutorily-specified "Metropolitan Statistical Area(s)" (MSA) classified as an EC must use EC supplemental funds to enhance a comprehensive array of RWHAP core and supportive services for communities in need within the identified MSA(s) that are not eligible to receive additional grants under RWHAP Part A.

Emerging Communities

States	Emerging Communities*
Alabama	Birmingham-Hoover, AL MSA
California	Bakersfield, CA MSA
Delaware	Wilmington, DE-MD-NJ MSA
Florida	Lakeland-Winter Haven, FL MSA Port St. Lucie, FL MSA North Port-Bradenton-Sarasota, FL MSA
Georgia	Augusta-Richmond County, GA-SC MSA
Kentucky	Louisville/Jefferson County, KY-IN MSA
Mississippi	Jackson, MS MSA
New York	Albany-Schenectady-Troy, NY MSA Buffalo-Cheektowaga-Niagara Falls, NY MSA Rochester, NY MSA
North Carolina	Raleigh, NC MSA
Ohio	Cincinnati, OH-KY-IN MSA
Oklahoma	Oklahoma City, OK MSA
Pennsylvania	Pittsburgh, PA MSA
Rhode Island	Providence-Warwick, RI-MA MSA
South Carolina	Columbia, SC MSA Charleston-North Charleston, SC MSA
Virginia	Richmond, VA MSA
Wisconsin	Milwaukee-Waukesha-West Allis, WI MSA
Total: 16 States	Total: 21 Emerging Communities

Section 7: Agreements and Compliance Assurances

Agreements and Compliance Assurances

- The purpose of this section is to provide a signed copy of the required Agreements and Compliance Assurances.

- The Agreements and Compliance Assurances required for this NCC Progress Report are found in Appendix A and require the signature of the Chief Elected Official (CEO), or the CEO's designee.

NCC Progress Report Submission

Submission

- Identify who will complete the NCC Progress Report and make sure they have access to the EHBs
  - Can be the project director or anyone with established editing and submitting privileges for applications or post-award submissions

- Review NCC Progress Report materials
  - NCC Progress Report Instructions – outline requirements and provide instruction for completing questions
  - NCC Progress Report User Guide – includes the EHBs steps and screen captures

- Submit NCC Progress Report via the EHBs by November 17, 2023
  - Due date appears on the EHBs submission task
  - Do not use Grants.gov

Submission (cont.)

- Share any feedback with HRSA HAB project officer throughout NCC Progress Report submission process

- Contact HRSA Call Center with any challenges with the EHBs
  - Monday-Friday, 8:00 a.m. to 8:00 p.m. ET (except Federal holidays)
  - Telephone: (877) 464-4772; TTY: (877) 897-9910
  - E-mail: CallCenter@HRSA.gov

Important Reminders

- Narrative boxes have character limits (including spaces) – be concise

- Use "Word Count" tool to check length

- Prepare responses outside of the EHBs (e.g., Microsoft Word), and copy and paste text into the module

  - System will not auto-save. You must save each page prior to moving forward.

Important Reminders: X07 Submission Due Dates

- FY 24 NCC Progress Report due in the EHBs on Nov. 17, 2023

- Continue to submit <u>annual</u> reporting requirements according to Notice of Award for each budget period

Contact Information

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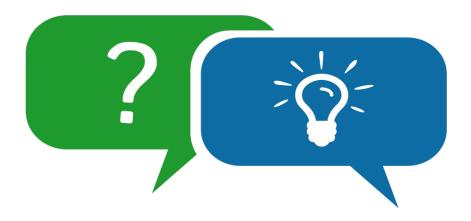
Email: cdavies@hrsa.gov

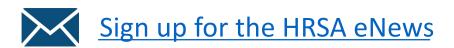Phone: 240-463-7181

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QUESTIONS / COMMENTS

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