



# Ending the HIV Epidemic: A Plan for America — Technical Assistance Provider (HRSA-20-079) and Ending the HIV Epidemic: A Plan for America-- Systems Coordination Provider (HRSA-20-089)

Pre-Application Technical Assistance Conference Call  
August 29, 2019

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Vision: Healthy Communities, Healthy People



# Agenda

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- 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

- **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 (formerly FOA)**
- **PO – Project Officer**
- **RWHAP – Ryan White HIV/AIDS Program**
- **SAM – System for Award Management**



# HIV/AIDS Bureau Vision and Mission

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## 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 services programs (SSPs)
  - **Respond** quickly to potential HIV outbreaks to get needed prevention and treatment services to people who need them



*Please refer to pages 3 of the NOFO*

# Purpose of Funding Opportunity

**HRSA-20-079/HRSA-20-089**

The purpose of this program is to fund technical assistance and systems coordination for the 48 counties, Washington, D.C., San Juan, Puerto Rico (PR), and seven states identified in and funded through HRSA-20-078.

HRSA will award one cooperative agreement for each of the following:

- The Technical Assistance Provider (TAP) funded under HRSA-20-079 provides technical assistance to the recipients of HRSA-20-078 on implementation of work plan activities, innovative approaches, and interventions.
- The Systems Coordination Provider (SCP) funded under HRSA-20-089 assists HRSA-20-078 recipients in coordinating and integrating their initiative plans, funding sources, and programs with the existing HIV care delivery systems. In addition, the SCP will assist in the identification of existing and new stakeholders, as well as collate and disseminate best practices, innovative approaches, and interventions identified by the TAP that will advance recipients' progress in meeting the goals of the initiative.

*Please refer to pages 1 to 3 of the NOFO*



# Background

## Ending the HIV Epidemic: A Plan for America

- This 10-year initiative seeks to achieve the important goal 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 7 of the NOFO*

# Award Information

- Funding will be provided through two cooperative agreements, one under HRSA-20-079 and one under HRSA-20-089.
- Approximately \$5,000,000 to be available in Year 1.

Announcement #	Year One
<b>HRSA-20-079 (TAP)</b>	\$3,750,000
<b>HRSA-20-089 (SCP)</b>	\$1,250,000

*Please refer to pages 7 to 10 of the NOFO*



# Eligibility Information

- Eligible organizations include:
  - Public and nonprofit private entities, including institutions of higher education and academic health science centers involved in addressing HIV related issues on a national scope.
  - Faith-based and Community-based organizations, Tribes and Tribal organizations also are eligible to apply.
- Applicants have the option to submit proposals with collaborating organizations if the partnership enhances the approach, capability and reach of the cooperative agreement.



*Please refer to pages 10 and 11 of the NOFO*

# Application and Submission Information

## Two Components of the NOFO:

- 1) HRSA-20-079, *Ending the HIV Epidemic: A Plan for America – Technical Assistance Provider*, and HRSA-20-089, *Ending the HIV Epidemic: A Plan for America – Systems Coordination Provider* focus 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 11 and 12 of 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

## TAP and SCP

In addition to the requirements listed in the SF-424 Application Guide, include the following information:

- A summary of the proposed activities for the announcement number under which you are applying (TAP or SCP)
- A description of the intended impact of the technical assistance or systems coordination activities (e.g., how the activities will support the recipients of HRSA-20-078 meet the goals of the initiative).
- 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 **12 and 13** in the NOFO and **34** in the SF424 Application Guide*



# Project Narrative

- Because the NOFO covers two announcement numbers, Technical Assistance and Systems Coordination, there are two sets of project narrative instructions in the NOFO:
  - (A) for the Technical Assistance Provider (HRSA-20-079); and
  - (B) for the Systems Coordination Provider (HRSA-20-089)
- HRSA plans to award one cooperative agreement for each announcement number. Separate applications are required for each.



# Project Narrative

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## Sections:

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



*Please refer to pages 13 to 23 in the NOFO*

# Project Narrative – Introduction

**TAP (HRSA-20-079)**

The applicant will describe:

- The purpose of the proposed project; and
- How the proposed technical assistance activities will impact the overarching goal of the initiative to significantly reduce new HIV infections in the focus jurisdictions by 75 percent within the five-year period of performance.

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



# Project Narrative - Needs Assessment

TAP (HRSA-20-079)

The applicant will describe:

- The factors driving incidence and prevalence rates of HIV in the targeted jurisdictions;
- The system-level gaps affecting access, retention, and viral suppression;
- The need for change and innovation to address disparities; and
- The types of TA needed

*Please refer to page 13 in the NOFO*



# Project Narrative – Methodology

**TAP (HRSA-20-079)**

In this section, the applicant will propose methods to address stated needs and the program requirements and expectations of this NOFO.

This includes detailed discussion of your providing a description of:

- Selection criteria for Year 1 TA recipients.
- Approach to assessing TA needs, developing TA plans, and customizing TA.
- Plan to monitor, evaluate and respond to challenges at the jurisdiction level.
- Plan for the development of implementation manuals with tools, practices and approaches to replicate.
- Plan for assisting jurisdictions with developing sustainability plans.



*Please refer to page 14 of the NOFO*

# Project Narrative - Work Plan

## TAP (HRSA-20-079)

- Submit a detailed work plan for the five-year period of performance in table format as **Attachment 1**.
- Describe activities that you will use to achieve objectives and include:
  - All aspects of planning and provision of TA
  - Monitoring and evaluating the successful design and implementation of the initiative at the jurisdictional level
  - Gathering successful innovative practices and approaches
- Work plan should directly relate to your methodology and the program requirements of this NOFO.

*Please refer to pages 14 to 15 of the NOFO*



# Project Narrative - Work Plan

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

**S**PECIFIC

**M**EASURABLE

**A**CHIEVABLE

**R**EALISTIC &

**T**IME FRAMED!

# Sample Work Plan – Table

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



# Project Narrative - Resolution of Challenges

## TAP (HRSA-20-079)

- Discuss challenges you are likely to encounter and approaches to resolve them, including:
  - Challenges in developing and implementing effective TA within various HIV care and treatment systems
  - Challenges providing TA to HIV service delivery systems and organizations within a variety of settings
  - Challenges in coordinating TA implementation and managing stakeholder engagements
  - Challenges that jurisdictions may face (stigma, policy, infrastructure, social determinants of health)

*Please refer to page 15 of the NOFO*



# Project Narrative - Evaluation and Technical Support Capacity

## TAP (HRSA-20-079)

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The purpose of this section is to describe a clear vision and approach for effectively implementing the purpose and outcomes of this NOFO. In it you will demonstrate that you have adequate and appropriate organizational structure and technical capacity to support the requirements for the TAP cooperative agreement.

This section has three required components:

- Program Infrastructure,
- Dissemination and Information Sharing, and
- Project Evaluation

*Please refer to pages 15 to 17 of the NOFO*



# Project Narrative - Evaluation and Technical Support Capacity

## TAP (HRSA-20-079)

- **Program Infrastructure**

- Describe your capacity to provide start-up and ongoing TA to initiative recipients to implement and support jurisdictional work plans.
- Describe your organization's experience in providing TA for innovative interventions, models and systemic approaches to improve the delivery of HIV services to people with HIV.
- Describe your organization's experience in providing intensive TA and the scope and impact of such activities.
- Describe your experience in providing TA at a national level to recipients of RWHAP funding.
- Describe your organization's experience in tailoring intervention plans and strategies for specific organizations, and subsequent adaptations of established intervention plans.



*Please refer to page 16 of the NOFO*

# Project Narrative - Evaluation and Technical Support Capacity

## TAP (HRSA-20-079)

- **Dissemination and Information Sharing**

- Explain your process for collecting and sharing a wide range of innovative practices and approaches.
- Describe your organization's experience in developing implementation manuals and working with other organizations to disseminate information.
- Demonstrate your organization's ability to collect guidance documents, technical assistance documents, case studies, and scientific publications.
- Describe your plan to partner with the Systems Coordination Provider to ensure clear communication and coordination of TA needs for implementing the initiative jurisdictional work plans.

*Please refer to pages 16 of the NOFO*



# Project Narrative - Evaluation and Technical Support Capacity

## TAP (HRSA-20-079)

- **Project Evaluation**

- Describe your organization's capacity to monitor and evaluate the success and challenges of the initiative.
- Describe any obstacles to meeting the TA needs.
- Describe your organization's experience in gathering data/information and performing timely assessment and evaluation of TA activities.
- Describe your organization's plan for the program performance evaluation that will contribute to continuous quality improvement.

*Please refer to pages 16 to 17 of the NOFO*



# Project Narrative - Organizational Information

**TAP (HRSA-20-089)**

- **Organizational Description**

- Provide an organizational profile and project organizational chart, as **Attachment 5**.
- Describe the scope of current TA activities in which your organization is engaged.
- Describe the level of experience and number of years of experience in supporting TA projects and developing best practices.
- Provide a description of your experience with fiscal management of grants and contracts.

*Please refer to pages **17 and 18** of the NOFO*



# Project Narrative - Organizational Information

## TAP (HRSA-20-079)

- **Management and Staffing Expertise**

- Describe the proposed key personnel and how they have the necessary knowledge, experience, training, and skills to provide TA
- Include a staffing plan for proposed project staff and brief job descriptions to include the roles and responsibilities, including who will manage/oversee the various project activities, and qualifications, and include as **Attachment 2**. Include short biographical sketches of key project staff as **Attachment 3**.

- **Key Partnerships**

- Current and proposed collaborating organizations and individuals must demonstrate their commitment to fulfill the goals and objectives of the project through signed and dated letters or memoranda of agreement/understanding. Include this information in **Attachment 4**.

*Please refer to pages 17 and 18 of the NOFO*



# Project Narrative - Introduction

SCP (HRSA-20-089)

The applicant will describe:

- The purpose of the proposed project; and
- How the proposed systems coordination activities will impact the goal of the initiative to significantly reduce new HIV infections in the focus jurisdictions by 75 percent within the five-year period of performance.

*Please refer to page 18 in the NOFO*



# Project Narrative - Needs Assessment

SCP (HRSA-20-089)

The Needs Assessment narrative includes descriptions of:

- The HIV health care landscape in the targeted jurisdictions of the initiative, including any regional differences and challenges;
- The need for, and barriers to, coordinating the initiative funding, programs, and other initiatives; and
- The need to identify new partners and the potential challenges in engaging these new partners in the initiative.

*Please refer to page 18 in the NOFO*



# Project Narrative – Methodology

## SCP (HRSA-20-089)

- Propose methods that address stated needs and address the program requirements and expectations of this NOFO, including the process to prioritize recipients with greatest need in the first year.
- Provide a detailed discussion of your proposed methodology for implementing system-level coordination and planning activities, identifying and engaging stakeholders, providing logistical and TA support, collaborating with the TAP on dissemination of implementation manuals, and assisting with development of sustainability plans.

*Please refer to pages 18 to 19 of the NOFO*



# Project Narrative - Work Plan

## SCP (HRSA-20-089)

Describe activities that you will use to achieve each of the proposed objectives in the Methodology section.

Include:

- All aspects of planning and coordination, including:
  - Identification of new and existing key stakeholders;
  - Collaboration with jurisdictions and the TAP; and
- Coordination of various initiative funding streams and programs and integration with existing RWHAP systems of care.

Submit the work plan for the five-year period of performance in table format as **Attachment 1**.

*Please refer to pages 19 to 20 of the NOFO*



# Project Narrative - Work Plan

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

**S**PECIFIC

**M**EASURABLE

**A**CHIEVABLE

**R**EALISTIC &

**T**IME FRAMED!



# Project Narrative - Resolution of Challenges

SCP (HRSA-20-089)

- Discuss challenges in designing and implementing activities and approaches you will use to resolve them including:
  - Challenges in the developing and implementing effective coordination activities within varied jurisdictions;
  - Challenges in coordinating TA and managing stakeholder engagement;
  - Obstacles to engaging current HIV partners and identifying new/key partners;
  - Challenges in disseminating innovative tools and strategies to the jurisdictions as well as nationally; and
  - Challenges that jurisdictions may face with coordination activities, communicating with collaborators, and demonstrating sustainable coordination activities.

*Please refer to page 20 of the NOFO*



# Project Narrative - Evaluation and Technical Support Capacity

## SCP (HRSA-20-089)

The purpose of this section is to describe a clear vision and approach for effectively implementing the purpose and outcomes of this NOFO. In it you will demonstrate that you have adequate and appropriate organizational structure and technical capacity to support the requirements for the SCP cooperative agreement.

This section has four required components:

- Program Infrastructure,
- Project Coordination,
- Dissemination and Information Sharing, and
- Project Evaluation



*Please refer to pages 20 to 22 of the NOFO*

# Project Narrative - Evaluation and Technical Support Capacity SCP (HRSA-20-089)

- **Program Infrastructure**

- Describe your organization's capacity to assist recipients with coordinating efforts with key stakeholders to ensure maximum impact of the initiative.
- Describe your organization's experience in working with recipients to conduct environmental scans.
- Describe your experience promoting synergy among various stakeholders leading to effective collaboration.

*Please refer to page 20 to 21 of the NOFO*



# Project Narrative - Evaluation and Technical Support Capacity

## SCP (HRSA-20-089)

### • Project Coordination

- Describe your experience in providing logistical and meeting facilitation at a national level.
- Describe your experience in logistical planning and facilitation for large meetings.
- Describe your organization's experience in identifying various stakeholders to enhance their capacity to support the implementation of the initiative.
- Describe your organization's experience in engaging partners, developing priorities, creating a shared vision, and establishing measurable goals and objectives.
- Describe your organization's experience with convening and leading cross-sector, collaborative partnerships, and contributing to a shared measurement approach.
- Describe your organization's ability to conduct face-to-face consultations/meetings.

*Please refer to page 21 of the NOFO*



# Project Narrative - Evaluation and Technical Support Capacity

## SCP (HRSA-20-089)

### • Dissemination and Information Sharing

- Explain your process for sharing/disseminating a wide range of innovative practices and approaches.
- Provide a summary of the approaches you will use to disseminate tools, best practices and lessons learned from the funded jurisdictions and nationally.
- Describe any experience in sharing information and expertise to build knowledge and capacity of participants and key stakeholders.
- Demonstrate your organization's ability to provide platforms for disseminating best practices, implementation manuals, relevant information, and facilitating sharing of information.
- Describe your organization's planned process for partnering with the TAP to ensure clear communication and coordination of TA needs for implementing the initiative jurisdictional work plans.

*Please refer to page 21 of the NOFO*



# Project Narrative - Evaluation and Technical Support Capacity SCP (HRSA-20-089)

- **Project Evaluation**

- Describe your organization's capacity to monitor and evaluate the successes and challenges of partner engagement.
- Describe your organization's experience in gathering data/information and performing timely evaluation of coordination activities.
- Describe your organization's plan for the program performance evaluation that will contribute to continuous quality improvement.



*Please refer to page 21 of the NOFO*



# Project Narrative - Organizational Information

SCP (HRSA-20-089)

- **Organizational Description**

- Provide an organizational profile and project organizational chart as **Attachment 5**.
- Describe the scope of current coordination, meeting planning, and facilitation activities in which your organization is engaged.
- Describe the level and number of years of experience in providing logistical support, identifying key stakeholders, facilitating meaningful engagement, and creating an environment for collective impact.
- Describe your organization's experience disseminating best practices.
- Provide a description of your experience with fiscal management of grants and contracts.



*Please refer to page 22 of the NOFO*

# Project Narrative - Organizational Information

## SCP (HRSA-20-089)

- **Management and Staffing Expertise**

- Describe the proposed key personnel and how they have the necessary knowledge, experience, training, and skills to provide logistical support and facilitate collaborative meetings.
- Include a staffing plan for proposed project staff and brief job descriptions to include the roles, responsibilities, and qualifications as **Attachment 2**. Include short biographical sketches of key project staff as **Attachment 3**.

- **Key Partnerships**

- Describe collaborative efforts with other pertinent agencies that enhance your ability to accomplish the proposed project.
- Current and proposed collaborating organizations and individuals must demonstrate their commitment to fulfill the goals and objectives of the project through signed and dated letters or memoranda of agreement/understanding. Include this information in **Attachment 4**.

*Please refer to pages 22 and 23 of the NOFO*



# Sample Staffing Plan

Name	Education/ Credentials	Title	Project Role	Experience
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 (*Insert Attachment 7*)
3. Budget justification narrative

See pages **23** to **24** in the NOFO, and **17** to **19** 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 RWHAP 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

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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 25 to 26 of the NOFO*



# Funding Restrictions

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:

- Provision of direct health care or support services;
- Clinical research;
- International Travel;
- Purchase or improvement of land;
- Construction; however, minor alterations and renovations to an existing facility to make to more suitable for the purposes of the award program are allowable with prior HRSA approval; and
- Supplant funds for any other federal award or state funds.

*Please refer to page 27 and 28 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



*Please refer to pages 28 to 34 of the NOFO*

# Application Review Information

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- Review Criteria are used to review and rank applications.
- HRSA-20-079 and HRSA-20-089 will be reviewed and scored separately.
- For each announcement number, there are 6 review criteria.



*Please refer to pages 28 to 33 of the NOFO*



# Application Review Information

## TAP (HRSA-20-079)

- HRSA-20-079 has 6 review criteria:

Criteria	Points
Criterion 1: Need	10
Criterion 2: Response	25
Criterion 3: Evaluative Measures	15
Criterion 4: Impact	20
Criterion 5: Resources/Capabilities	20
Criterion 6: Support Requested	10
Total Points	100



*Please refer to pages 28 to 30 of the NOFO*



# Application Review Information

## SCP (HRSA-20-089)

- HRSA-20-089 has 6 review criteria:

Criteria	Points
Criterion 1: Need	10
Criterion 2: Response	25
Criterion 3: Evaluative Measures	15
Criterion 4: Impact	20
Criterion 5: Resources/Capabilities	20
Criterion 6: Support Requested	10
Total Points	100

*Please refer to pages 30 to 33 of the NOFO*



# Application Review Crosswalk

- Review Criteria correspond to the applicant’s written response to the Project Narrative and required attachments (*applies to both HRSA-20-079 and HRSA-20-089*):

<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 23 of the NOFO



# Application Package: Where is it?

- At [www.grants.gov](http://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](mailto: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 <sup>st</sup> e-mail	Submission Receipt	Within 48 hours	Grants.gov	AOR
	2 <sup>nd</sup> e-mail Most Crucial	Submission Validation Receipt OR Rejected with Errors	Within 48 hours	Grants.gov	AOR
	3 <sup>rd</sup> e-mail	Grantor Agency Retrieval Receipt	Within Hours of second e-mail	Grants.gov	AOR
	4 <sup>th</sup> 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](mailto: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

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- 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

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Applicants who need additional information may contact:

## Program Contact

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

## Grants Contact

Olusada Dada  
Grants Management Specialist  
HRSA Office of Federal  
Assistance Management  
Email: [ODada@hrsa.gov](mailto:ODada@hrsa.gov)  
(301)443-0195



# Q&A - Your Questions are Welcome!



HAB TargetHIV Website

<https://targethiv.org/library/nofos>





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[www.HRSA.gov](http://www.HRSA.gov)



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