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Supporting People with HIV as Leaders in HIV Systems of Care

HRSA-24-055

Pre-Application Technical Assistance Webinar
February 15, 2024

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Vision: Healthy Communities, Healthy People



Agenda

- **HIV/AIDS Bureau (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

- **AOR - Authorized Organizational Representative**
- **CQM – Clinical Quality Management**
- **DUNS – Data Universal Numbering System**
- **EHB – Electronic Handbooks**
- **HAB – HIV/AIDS Bureau**
- **HRSA – Health Resources and Services Administration**
- **GMS – Grants Management Specialist**
- **FTE – Full-time equivalent**
- **NOFO – Notice of Funding Opportunity (formerly Funding Opportunity Announcement)**
- **PO – Project Officer**
- **RWHAP – Ryan White HIV/AIDS Program**
- **SAM – System for Award Management**
- **SMART – Specific, measurable, achievable, realistic, and time-framed**
- **TA – Technical Assistance**
- **ToT – Training of trainers**



Objectives

- Discuss the **Supporting People with HIV as Leaders in HIV Systems of Care (HRSA-24-055)**.
- Provide pre-application technical assistance (TA) to potential applicants.
- Answer questions related to the notice of funding opportunity (NOFO).



HRSA HAB 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.



Background

The Supporting People with HIV as Leaders in HIV Systems of Care program is authorized by 42 U.S.C. § 300ff-16, 300ff-54(b), 300ff-54(c)(1)(B) (§ 2606, 2654(b), and 2654(c)(1)(B) of the Public Health Service Act). The program is also authorized by the Consolidated Appropriations Act, 2023, Pub. L. 117-328, Division H, title II.

The Program leverages lessons learned, data, and experience from existing curricula and resources to build a single program focused on training and capacity building for people with HIV.

Please refer to pages 1 to 5 in the NOFO



Pre-Application Technical Assistance

Supporting People with HIV as Leaders in HIV Systems of Care

HRSA-24-055



Important Notes

- Application due date in www.grants.gov: **April 1, 2024, 11:59 p.m. EST**
- HRSA NOFO template – please follow the specific headers in each section.
- The SF-424 Application Guide is available at:
<https://www.hrsa.gov/sites/default/files/hrsa/grants/apply/applicationguide/sf-424-app-guide.pdf>
- The total size of all uploaded files included in the page limit may not exceed the equivalent of **50 pages** when printed by HRSA. The page limit includes project and budget narratives, attachments, and letters of commitment and support required in the Application Guide and this NOFO.



Please refer to pages 7, 9 in the NOFO



Purpose

The goal of this program is to support leadership development and enhance meaningful engagement for people with HIV in health care planning and programs inclusive of RWHAP-funded organizations. The successful applicant will accomplish this goal by conducting the following program activities:

1. Conduct training of trainers (ToT) for people with HIV on leadership in Ryan White HIV/AIDS Program (RWHAP) activities.
2. Provide supports to ToT trainees to help them accomplish goals related to the ToT.
3. Develop and disseminate relevant tools and lessons learned from the project.



Please refer to page 1 in the NOFO



Objectives

The program objectives are as follows:

1. Increase leadership capacity, representation, and engagement of people with HIV in RWHAP planning, development, implementation, evaluation, and clinical quality management activities.
2. Develop skills and support knowledge transfer through peer learning for people with HIV.
3. Support the readiness of people with HIV to meaningfully engage in activities that impact HIV systems of care and operations.



Please refer to page 1 in the NOFO



Summary of Funding

- Award Type: Cooperative Agreement.
- Approximately \$800,000 is available to fund one applicant.
- Applicants may request funding amounts up to \$800,000 for each year of the four-year project period (September 1, 2024, through August 31, 2028).
- Requests exceeding the annual amount will be deemed nonresponsive and will not be considered.



Please refer to page 7 in the NOFO



Eligibility Information

- Eligible entities include organizations in the United States, the Commonwealth of Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau and is an entity eligible for funding under RWHAP Parts A – F of title XXVI of the Public Health Service (PHS) Act, including:
 - Public or private, non-profit
 - State or local government
 - Academic institution
 - Local health department
 - Non-profit hospital or outpatient clinic
 - Community health center receiving support under Section 330 of the PHS Act
 - Community-based organization
 - Tribal (governments, organizations) with or without federal recognition
- Foreign entities are not eligible to apply.
- Cost sharing/matching is not required.



Please refer to page 8 in the NOFO



Cooperative Agreement Recipient Responsibilities (Part 1)

Section II.1. of the NOFO outlines what HRSA program involvement will be and what the cooperative agreement recipient's responsibilities will be. You must follow all relevant federal regulations and public policy requirements. Your other responsibilities will include:

- Collaborating with HRSA and other stakeholders as necessary to plan, execute, and evaluate the project activities.
- Modifying activities as necessary in keeping with the changing trends and needs of people with HIV and RWHAP recipients and subrecipients.
- Negotiating with HRSA to update existing work plans at least annually.
- Ensuring any training and TA delivered to RWHAP recipients and subrecipients is cleared and coordinated with other HRSA training and TA resources.



Please refer to pages 5 to 7 in the NOFO



Cooperative Agreement Recipient Responsibilities (Part 2)

Your other responsibilities will include:

- Developing and compiling project strategies and tools into replicable products (e.g., workflows, protocols, toolkits, manuscripts, etc.) for dissemination and uptake by RWHAP recipients and subrecipients.
- Disseminating the project's products through social media, various regional and national outlets and HRSA-supported websites, including but not limited to, [TargetHIV.org](https://www.targethiv.org) and the [RWHAP Best Practices Compilation](#).
- Integrating new priorities during the period of performance (i.e., through monitoring calls or other communication), as needed.
- Responding timely to requests made by HRSA for information related to project activities.
- Integrating considerations, when appropriate, from technical expert reports, meeting convenings, and other relevant sources into the project activities.

The list of recipient responsibilities is a core element of the NOFO and will be addressed throughout the application narrative.

Please refer to pages 5 to 7 in the NOFO



Grant Recipient Programmatic Expectations (Part 1)

As a recipient, you are also expected to complete the following:

- Recruit trainees to complete ToT training and deliver the ToT content in English and Spanish.
- Deliver at least two ToT trainings during the first project year.
- Utilize or enhance existing curricula whenever possible.
- Incorporate the minimum training topics listed on pages 10-11 in the NOFO.



Please refer to pages 10 to 11 in the NOFO



Grant Recipient Programmatic Expectations (Part 2)

As a recipient, you are also expected to complete the following:

- **Provide compensation** to ToT trainees for time and effort for ToT training time and completion of post-ToT training goals related to the project.
- **Provide logistical support** to people with HIV to attend trainings.
- **Provide support to ToT trainees** with activities to help them meet their post-ToT training goals.



Please refer to pages 10 to 11 in the NOFO



Grant Recipient Programmatic Expectations (Part 3)

As a recipient, you are also expected to complete the following (continued):

- **Facilitate peer networking opportunities** so that ToT trainees may have a way to provide peer-to-peer support, share best practices, and stay connected with each other during and after they complete the ToT.
- **Develop and promote dissemination** of materials, manuals, and tools related to the funded project.

The list of recipient expectations is a core element of the NOFO and will be addressed throughout the application narrative.



Please refer to pages 10 to 11 in the NOFO



Application and Submission Information

Two Components of the NOFO:

- 1) HRSA-24-055, Supporting People with HIV as Leaders in HIV Systems of Care 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**
- 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

Use the Standard OMB-approved Project Abstract Summary Form 2.0 that is included in the workspace application package.

Do not upload the abstract as an attachment.

For information content required in the Project Abstract Summary Form, see Section 4.1.ix of HRSA's SF-424 Application Guide.

See page 11 in the NOFO and 35 in the SF424 Application Guide



Project Narrative

Sections:

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

Please refer to pages 11 to 18 in the NOFO



Project Narrative – Introduction

This introduction section should briefly describe your qualifications and briefly summarize how you are proposing to address the responsibilities outlined in Section Purpose of this NOFO. Include the following:

- Project purpose
- How your project addresses the goal of the NOFO
- Summary of project activities



Please refer to page 12 in the NOFO



Project Narrative – Organizational Information

In this section, you will:

- Provide information on your organization’s current mission, structure, and scope of current activities, and an organizational chart (Attachment 2), and describe how these elements all contribute to your organization’s ability to implement the program requirements and meet program expectations.
- Emphasize experience and expertise as outlined in the NOFO.
- Include as Attachment 3 any relevant letters of agreement or contract documents exhibiting partner commitment to the project.
- Include a staffing plan (Attachment 4) and biographical sketches (Attachment 5) of key project staff. **You must include additional information if project staff, consultants, or contractors serve on other federal awards. Staff cannot bill more than 1.0 FTE across all federal awards.**

Please refer to pages 12 to 13 in the NOFO



Sample Staffing Plan (Attachment 4)

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



Project Narrative – Need

The purpose of this section is to outline the need to support leadership development and meaningful engagement for people with HIV in health care planning and programs inclusive of RWHAP-funded organizations.

- Tell us why there is a need for a specific program dedicated to providing training on these topics and the challenges that accompany providing this type of training and developing peer networking opportunities.
- Identify priority populations not yet successfully maintained in HIV care or populations that historically experience poor health outcomes.
- Use and cite demographic data and/or literature whenever possible.
- Reference your relevant work, as appropriate.

Please refer to page 13 in the NOFO



Project Narrative – Approach

This section asks you to show how you will address the stated needs and meet each of the project objectives, expectations, and responsibilities written in the "Purpose" section of this NOFO.

- Discuss specific actions you will take to complete the project activities within the four-year period of performance.
- Highlight any innovative methods.
- Link back to how you will accomplish the following Program Expectations:
 - ToT
 - Peer Networking
 - Tools Development and Dissemination
- Discuss how you will promote continued support to ToT trainees after federal funding ends.

Please refer to pages 14 to 15 in the NOFO



Project Narrative – Work Plan

Provide a work plan in a table format and a corresponding work plan narrative.

- For the work plan, include each project activity, action steps, intended target population, measurable outcome, target end dates and the person(s) responsible for each step.
- The work plan should relate to the needs previously identified in the Needs section.
- The work plan must include goals, objectives, and outcomes that are SMART (specific, measurable, achievable, realistic, and time measurable).
- Include appropriate milestones (e.g., a significant or important event in the project period) and any products to be developed.
- Include the work plan as **Attachment 1**.



Please refer to page 15 to 16 in the NOFO



Project Narrative - Work Plan

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

SPECIFIC

MEASURABLE

ACHIEVABLE

REALISTIC &

TIME FRAMED!

Project Narrative – Work Plan

- For the work plan narrative, describe the activities or steps you will use to achieve each of the objectives proposed in the Approach section during the entire period of performance.
- Consider Year 1 action steps, including, but not limited to:
 - Hiring staff.
 - Identifying meaningful support and collaboration with key stakeholders in planning, designing, and implementing all activities.
 - Reviewing existing curriculum and finalizing training design.
 - Completing at least two ToT trainings.



Please refer to page 15 to 16 in the NOFO



Project Narrative – Work Plan

Consider Year 1 action steps, including, but not limited to (continued):

- Promoting and recruiting for future ToT activities.
- Establishing peer networking opportunities.
- Finalizing project evaluation plans.
- Establishing quality control mechanisms that align with HRSA's review processes.



Please refer to page 15 to 16 in the NOFO



Sample Work Plan

Problem Statement: Only 60% of PWH on antiretroviral therapy achieved viral load suppression in 2014.

Goal: Improve the percent of PWH on ART with viral load suppression to 65% in calendar year 2015 and 75% in 2016.

Objective	Key Action Steps	Completion Date	Evaluation Method	Performance Level
Designated clinic staff to complete treatment adherence training.	RN, Pharmacists, medical treatment management will undergo adherence training.	Month/Year	Track # of persons who complete the adherence training quarterly.	95% of designated staff will be trained by month 6.
	Revise the clinic schedule and room assignments	Month/Year	Track # of appointment slots for treatment adherence. Track # of PWH attending treatment adherence appointments.	Increase # of treatment adherence slots by 50%. Increase # of kept adherence appointments by 25%.
			HAB Viral Load suppression indicator.	Increase VL suppression to 65% in 2015

Project Narrative – Resolution of Challenges

This section asks you to describe:

- Challenges with designing and implementing the project activities.
- Potential risks to project implementation.
- Approaches to resolve challenges and mitigate risks.



Please refer to pages 16 in the NOFO



Project Narrative – Evaluation and Technical Support Capacity

The project performance evaluation should describe process and outcome measures and how you will monitor ongoing processes and the progress towards the goals and objectives of the project.

Funding requests for the evaluation activities should not exceed 10% of the total award, each budget year.

This section asks you to include descriptions of the following:

- The plan for the program performance evaluation that will contribute to continuous quality improvement.
- Inputs, key processes, and expected outcomes of funded activities.
- Systems and processes that will support your organization's tracking of performance outcomes.
- The data collection strategy.

Please refer to pages 16 to 17 in the NOFO



Project Narrative – Evaluation and Technical Support Capacity

This section asks you to include descriptions of the following (continued):

- Potential barriers for evaluating the program performance and your plan to address them.
- Your organization’s relevant current experience, skills, and knowledge, including individuals on staff, materials published, and previous work of a similar nature.

NOTE: Project staff includes any consultants and contractors, if applicable.

Please refer to pages 16 to 17 in the NOFO



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 for Years 1-4 (Attachment 6)
3. Budget justification narrative (Attachment 6)

See pages 17 to 18 in the NOFO, and pages 18 to 31 in the SF-424 Application Guide



Budget Requirements: SF-424A (Part 1)

[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 (Part 2)

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 (Part 3)

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



Salary Limitation

The Consolidated Appropriations Act, 2023 (P.L. 117-328), 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.” Please see Section 4.1.iv Budget – Salary Limitation of HRSA’s SF-424 Application Guide for additional information.

- Effective January 2024, the salary rate limitation is \$221,900. As required by law, salary rate limitations may apply in future years and will be updated.
- As a reminder, RWHAP funds and program income generated by RWHAP awards may not be used to pay salaries in excess of the rate limitation.

See page 18 in the NOFO



Salary Rate Limitation Example

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

50% FTE devoted to the project	
Direct Salary (50% of \$255,000)	\$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: **\$221,900**

50% FTE devoted to the project	
Direct Salary (50% of \$221,900)	\$110,950
Fringe (25% of salary)	\$27,738
Total amount	\$138,688



Budget Narrative

- Follow the instructions in the NOFO and Section 4.1.v.of HRSA's *SF-424 Application Guide*.
- The budget narrative should:
 - Clearly explain the amounts requested for each line in the budget. Be concise and provide a justification that specifically describes how each item will support the achievement of proposed objectives. Do not use the budget narrative to expand the project narrative.
 - For budget years 2, 3, 4: the budget justification narrative should include only information which differs from Year 1 or clearly indicate that there are no substantive budget changes during the project period.
 - Include budget line items for at least two staff to participate in the 2026 and 2028 National Ryan White Conferences on HIV Care and Treatment.
 - Funds for evaluation line items should not exceed 10% of the total award, each budget year.
 - For all staff listed on the budget, identify what percentage of the FTE you will allocate to this award, the full salary amount, and all other funding sources you will use to account for the full salary



Please refer to page 18 of the NOFO and pages 29 to 31 in the Application Guide



Funding Restrictions (Part 1)

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:

- *Charges that are billable to third party payers, (e.g., private health insurance, prepaid health plans, Medicaid, Medicare).*
- *To directly provide medical or support services, (e.g., HIV care, counseling, and testing) that supplant existing services.*
- *Cash payments to intended recipients of RWHAP services.*
- *Purchase, construction of new facilities or capital improvements to existing facilities.*
- *Purchase or improvement to land.*
- *Purchase vehicles.*

Please refer to pages **21** through **22** in the NOFO



Funding Restrictions (Part 2)

Funds may not be used for the following:

- *Fundraising expenses or lobbying activities and expenses.*
- *Syringe Services Programs (SSPs). Some aspects of SSPs are allowable with HRSA's prior approval and in compliance with HHS and HRSA policy. See <https://www.aids.gov/federal-resources/policies/syringe-services-programs/>.*
- *To develop materials designed to directly promote or encourage, intravenous drug use or sexual activity, whether homosexual or heterosexual.*
- *Pre-Exposure Prophylaxis (PrEP) or Post-Exposure Prophylaxis (nPEP) medications or related medical services. (Please note that RWHAP recipients and sub-recipient providers may provide prevention counseling and information to eligible clients' partners – see [RWHAP and PrEP Program Letter, November 16, 2021](#).*
- *International travel.*



Please refer to pages **21** through **22** in the NOFO



Attachments (Part 1)

List of Attachments can be found in Section IV. 2. v. of the NOFO

- Upload attachments in the order specified.
- Clearly label each attachment.
- Unless otherwise noted, attachments count toward the application page limit.
 - The only exceptions that do not count toward the page limit:
 - Biographical Sketches of Key Personnel (Attachment 5)
 - Indirect Cost Rate Agreement and proof of non-profit status, if applicable (Attachment 7)



Please refer to pages 18 to 19 in the NOFO



Attachments (Part 2)

- Attachment 1: Work Plan
- Attachment 2: Project Organizational Chart
- Attachment 3: Letters of Agreement, Memoranda of Understanding, and/or Description(s) of Proposed/Existing Contracts
- Attachment 4: Staffing Plan and Job Descriptions for Key Personnel
- Attachment 5: Biographical Sketches of Key Personnel
- Attachment 6: Line-Item Budget for Years 1-4
- Attachment 7: Indirect Cost Rate Agreement
- Attachments 8 – 15: Other Relevant Documents (15 is the maximum number of attachments allowed.)



Please refer to pages 18 to 19 in 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.



Application Review Information

Review Criteria are used to review and rank applications. For this opportunity, there are 6 review criteria:

	Criterion	Corresponding Sections	Points
1	Need	Section IV's <i>Introduction and Need</i>	10
2	Response	Section IV's <i>Approach, Work Plan, Resolution of Challenges, and Evaluation and Technical Support Capacity</i>	40
3	Evaluative Measures	Section IV's <i>Evaluation and Technical Support Capacity</i>	5
4	Impact	Section IV's <i>Approach, Work Plan, and Budget Narrative</i>	15
5	Resources/Capabilities	Section IV's <i>Organizational Information, and Evaluation and Technical Support Capacity</i>	25
6	Support Requested	Section IV's <i>Organizational Information, Work Plan, Budget, and Budget Narrative</i>	5

**see NOFO for allocation of these points by subsection*

Please refer to pages **22** to **27** in 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, or
 - Assistance Listing/CFDA
- 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.
- 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.
- Refer to section 4.7 of the Application Guide for additional Tips for Writing a Strong Application.



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>



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 GRANTXXXXXXXXXX.”



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

AOR: Authorized Organizational Representative



Reminders

- Your application must be electronically submitted through and successfully validated by Grants.gov no later than **April 1, 2024**, by 11:59 pm EST.
- We recommend submission of the application at least four business days before the due date.
- Webinar recording: <https://targethiv.org/library/nofos>



HRSA Contacts

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