



# From Notice of Funding Opportunity to Implementation of Ryan White HIV/AIDS Program Part C Early Intervention Services: What you Need to Know

## 2022 National Ryan White Conference on HIV Care and Treatment

*August 25, 2022*

**CAPT Mindy Golatt; Catishia Mosley, MSPH;  
Gail Glasser, MSWCP; Angela Smith, PhD, MPH;  
LCDR Sharonjit Sagoo; and Kristin Williams, DHSc, MPH  
Division of Community HIV/AIDS Program  
HIV/AIDS Bureau (HAB)**

**Vision: Healthy Communities, Healthy People**



# Health Resources and Services Administration (HRSA)

## Overview



Supports more than 90 programs that provide health care to people who are geographically isolated, economically or medically challenged



HRSA does this through grants and cooperative agreements to more than 3,000 awardees, including community and faith-based organizations, colleges and universities, hospitals, state, local, and tribal governments, and private entities



Every year, HRSA programs serve tens of millions of people, including people with HIV, pregnant individuals, mothers and their families, and those otherwise unable to access quality health care

# 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.



# HRSA's Ryan White HIV/AIDS Program (RWHAP) Overview

- Provides a comprehensive system of HIV primary medical care, medications, and essential support services for low-income people with HIV.
- Funds grants to states, cities, counties, and local community-based organizations to improve health outcome and reduce HIV transmission.
  - Recipients determine service delivery and funding priorities based on local needs and planning process.
- Provided services to nearly 562,000 people in 2020—more than half of all people with diagnosed HIV in the United States.
- 89.4% of RWHAP clients receiving HIV medical care were virally suppressed in 2020, exceeding national average of 64.6%<sup>i</sup>.



# Session Overview

---

- **Identify the steps within the grant life cycle management process for a RWHAP Part C Early Intervention Services (EIS) award.**
- **Review the role and responsibilities of recipients, Project Officer and Grants Management Specialist for all phases within the grant life cycle management process.**
- **Review critical terms and conditions within the RWHAP Part C EIS award.**
- **Recognize best practices to incorporate into the monitoring stage for successful program outcomes.**

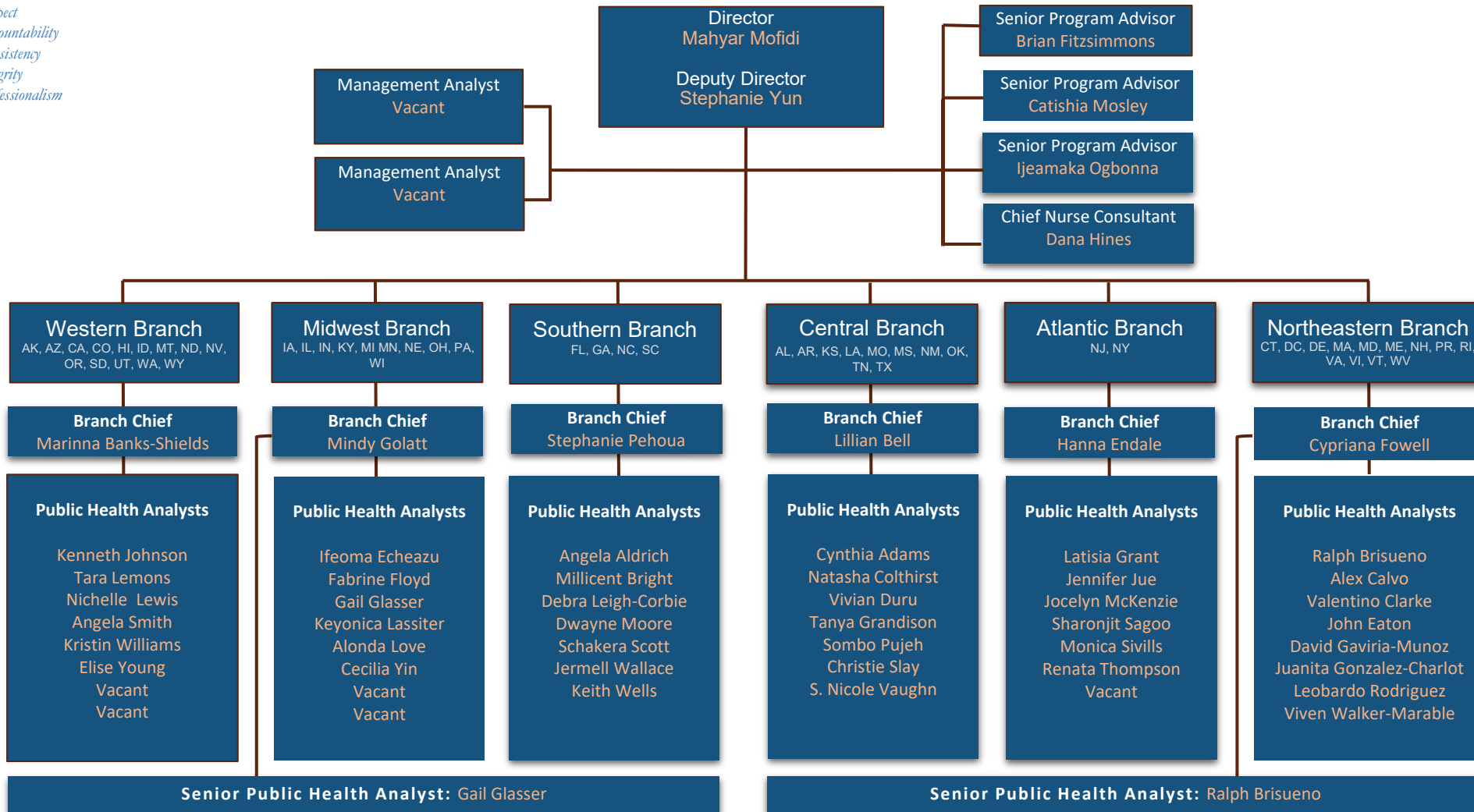


**DCHAP's CORE VALUES:**

- Communication
- Respect
- Accountability
- Consistency
- Integrity
- Professionalism

**Health Resources and Services Administration**  
HIV/AIDS Bureau – Division of Community HIV/AIDS Programs

Revised 06/06/2022

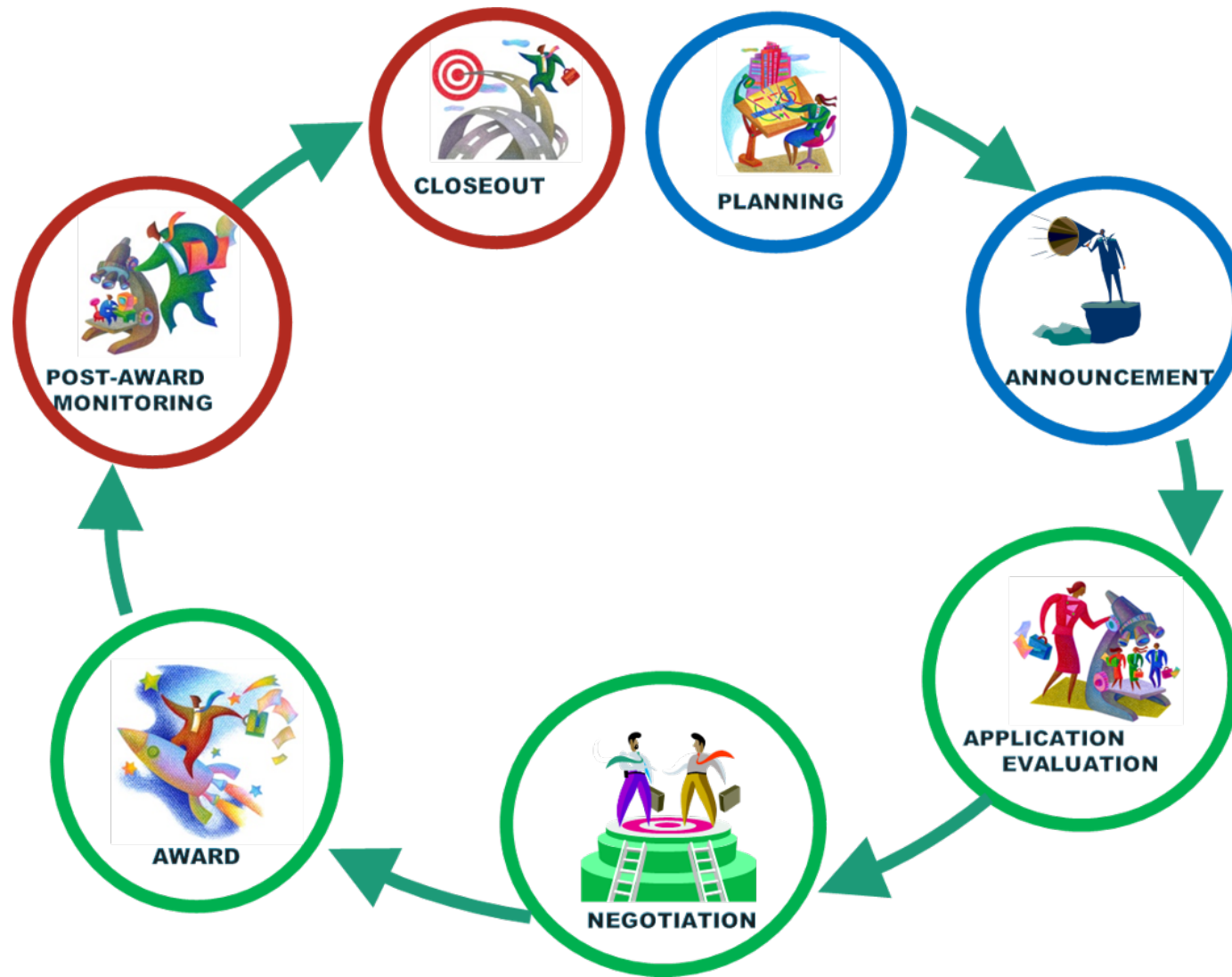


**HAB Vision:** Optimal HIV care and treatment for all to end the HIV epidemic in the U.S.

**DCHAP Mission:** To provide leadership and resources to assure access to and retention to high quality, comprehensive HIV care and treatment services for vulnerable people living with HIV/AIDS, their families and providers within our nation's communities.



# Introduction to Grant Cycle





# Grant Cycle: Planning & Announcement

## Program Official

- Develops Bureau-focused grant programs to meet the HRSA mission
- Prepares draft Notice of Funding Opportunity (NOFO)

## Grants Management

- Reviews NOFO

## Program & Grants

- Identifies timing & resources
- Conducts Technical Assistance webinar

## Applicant

- Reviews NOFO
- Participates in Technical Assistance webinar
- Submits application





# Grant Cycle: Application Evaluation & Negotiation

## Program Official/Project Officer

- Attends review meetings
- Provides clarification on program requirements during objective review process if needed

## Grants Management

- Attends review meetings
- Provides clarification on fiscal and administrative requirements and records reviewers budget notes
- Negotiates award start date
- Revises budget and terms of award

## Program & Grants

- Reviews applications to certify eligibility

## Division of Independent Review

- Conducts Review Meetings
- Issues Summary Statements

# Grant Cycle: Award

## Program Official

- Recommends applications for funding
- Identifies potential conditions of award

## Grants Management

- Reviews applications for administrative requirements
- Examines costs for allowability, consistent with programmatic requirements
- Develops the Notice of Award

## Recipient

- Reviews Notice of Award (NoA)
- Acts on Conditions of Award
- Meets reporting requirements
- Performs the project per the approved application
- Expends funds appropriately
- Reports as scheduled on progress to Project Officer
- Submits accurate and timely reports

# Now You Have the Award – Entering the Post Award Process

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**HRSA**  
Health Resources & Services Administration

HIV/AIDS Bureau  
Division of Community HIV/AIDS Programs

**Ryan White HIV/AIDS Program Part C Early Intervention Services Program:  
Existing Geographic Service Areas**

**Funding Opportunity Numbers: HRSA-22-011, HRSA-22-014, HRSA-22-015**  
**Funding Opportunity Type(s): New and Competing Continuation**  
**Assistance Listings (CFDA) Number: 93.918**

**NOTICE OF FUNDING OPPORTUNITY**  
Fiscal Year 2022

**Application Due Date: June 21, 2021**

*Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!  
HRSA will not approve deadline extensions for lack of registration.  
Registration in all systems, including SAM.gov and Grants.gov,  
may take up to 1 month to complete.*

**Issuance Date: March 29, 2021**

Hanna Endale  
Chief, Atlantic Branch  
Division of Community HIV/AIDS Programs (DCHAP)  
E-mail: [HEndale@hrsa.gov](mailto:HEndale@hrsa.gov)  
Telephone: (301) 443-1326

Authority: 42 U.S.C. §§ 300ff-51-67 and 300ff-121 (sections 2651-2667 and 2693 of the Public Health Service (PHS) Act).



Department of Health and Human Services  
Health Resources and Services Administration

Notice of Award  
FAIN: [redacted]  
Federal Award Date: 08/10/2020

Recipient Information	Federal Award Information
1. Recipient Name [redacted]	11. Award Number [redacted]
2. Congressional District of Recipient 01	12. Unique Federal Award Identification Number (FAIN) [redacted]
3. Payment System Identifier (ID) [redacted]	13. Statutory Authority Public Health Service Act, Title III, Section 330 Public Health Service Act, Section 330, 42 U.S.C. 254b Affordable Care Act, Section 10503 Public Health Service Act, Section 330, 42 U.S.C. 254, as amended. Authority: Public Health Service Act, Section 330, 42 U.S.C. 254b, as amended Public Health Service Act, Section 330, 42 U.S.C. 254b, as amended Public Health Service Act, Section 330(e), 42 U.S.C. 254b Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b) and Section 10503 of the Patient Protection and Affordable Care Act (P.L. 111-148) Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b)
4. Employer Identification Number (EIN) [redacted]	Public Health Service Act, Section 330, as amended (42 U.S.C. 254b) Section 330 of the Public Health Service (PHS) Act, as amended (42 U.S.C. 254b, as amended) Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b, as amended) Public Health Service Act, Section 330(e), (g), (h), or (i), as amended (42 U.S.C. 254b(e), (g), (h) and/or (i))
5. Data Universal Numbering System (DUNS) [redacted]	14. Federal Award Project Title Health Center Program
6. Recipient's Unique Entity Identifier [redacted]	15. Assistance Listing Number 93.224
7. Project Director or Principal Investigator CEO [redacted] [redacted]@email.com 000000-000	16. Assistance Listing Program Title Community Health Centers
8. Authorized Official [redacted] [redacted]@email.com	17. Award Action Type Administrative
<b>Federal Agency Information</b>	18. Is the Award R&D? No
9. Awarding Agency Contact Information Health Resources and Services Administration [redacted]@email.com 000000-000	<b>Summary Federal Award Financial Information</b>
10. Program Official Contact Information Health Resources and Services Administration [redacted]@email.com 000000-000	19. Budget Period Start Date 04/01/2020 - End Date 03/31/2021
	20. Total Amount of Federal Funds Obligated by this Action \$0.00
	20a. Direct Cost Amount \$0.00
	20b. Indirect Cost Amount \$0.00
	21. Authorized Carryover \$0.00
	22. Offset \$0.00
	23. Total Amount of Federal Funds Obligated this budget period \$4,340,893.00
	24. Total Approved Cost Sharing or Matching, where applicable \$12,277,421.00
	25. Total Federal and Non-Federal Approved this Budget Period \$16,618,314.00
	26. Project Period Start Date 04/01/2020 - End Date 03/31/2023
	27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$16,618,314.00
	28. Authorized Treatment of Program Income Addition
	29. Grants Management Officer - Signature [redacted] on 08/10/2020
30. Remarks [redacted]	



# HRSA: Roles and Responsibilities

## Program Officials

### Project Officer (PO or Program Official in EHB)

- Reviews terms and conditions of the Notice of Award
- Responsible for developing and defining overall programmatic objectives
- Monitors performance and provides technical assistance
- Provides recommendations to grants management staff on disposition of recipient requests
- Consults with the Grants Management Specialist on complex or questionable matters needing resolution for the recipient

### Branch Chief (Program Quality Controller or PQC in EHB)

- Provides a Mission-critical role in grants making processes that include:
  - Assisting in the development of NOFOs
  - Supervising staff in review of noncompeting and competing applications
  - Making funding recommendations
  - Assessing overarching recipient needs and issues that affect program implementation and
  - Informing the Office Director of recipient progress, issues, and trends.

## Grants Managements

### Grants Management Officer (GMO)

- Responsible for business management and other non-programmatic aspects
- Evaluates grant applications for administrative content and compliance with statutes, regulations, and guidelines
- Provides consultations and technical assistance to applicants and recipients
- Interprets grants policy and award administration
- Is the only official authorized to obligate HRSA's funds, change the funding, duration or other terms and conditions

### Grants Management Specialist (GMS)

- Ensures that the budget is reasonable, allocable, and allowable, and in accordance with HHS policy and the NOFO
- Acts on prior approval requests or for changes in the terms and conditions of award
- Provides consultation and technical assistance to applicants, recipients, and HRSA staff, on interpretation of Federal awards administration policies and provisions
- Administers, monitors, and closes out Federal awards.



# Recipient: Roles and Responsibilities

## Recipient

- **Authorizing Organization Representative (AOR)**
  - Authorized to act on behalf of the organization to do business with the federal government
  - Responsible for registering in systems (SAM.gov; Grants.gov; EHBs)
  - Assures compliance with Federal laws, regulations, certifications, and award terms
- **Business Official**
  - Accesses grant funds for project needs
  - Interacts with Payment Management System (PMS)

# Recipient: Roles & Responsibilities

## Recipient

- **Program Director (PD)**
  - Responsible for project performance, daily operations
  - Works closely with recipient organizational officials to ensure compliance with the financial and administrative aspect of the award
- **Financial Reporting Administrator (FRA)**
  - Confirms award expenditures are consistent with projects goals and objectives
  - Responsible for financial reporting on federal awards

# Payment Management / Roles & Responsibilities

## Payment Management System (PMS) Liaison Accountant

- Can be found at [Payment Management System \(https://pms.psc.gov\)](https://pms.psc.gov)
  - Find your PMS Liaison Accountant
  - Select your state or territory
- The accountant reviews, approves, and monitors the drawdown of funds.
- Accountant can also provide you with payment reports and they oversee debt collection.

**PMS HelpDesk 1-877-614-5533**

**PMSSupport@psc.hhs.gov**





# Federal Awardee Performance and Integrity Information System (FAPIIS)

- FAPIIS and Mandatory Disclosure Requirements
  - Publicly accessible online database established to store data about recipients' qualification to receive awards
  - Several systems feed into FAPIIS, including The System for Award Management, Contractor Performance Assessment Reporting System, and Past Performance Information Retrieval System
  - FAPIIS impacts how federal agencies evaluate awardees
  - Data about awardees is stored in FAPIIS for five years



# Notice of Award (NoA)

- The legally binding document, issued by a Grants Management Officer (GMO) that:
  1. Notifies the recipient of the award of a grant;
  2. Contains or references all the terms and conditions of the grant and federal funding limits; and
  3. Provides the documentary basis for recording the obligation of federal funds in the agency accounting system.



# Let's Take a Closer Look at the Notice of Award!

Department of Health and Human Services  
Health Resources and Services Administration

Notice of Award  
FAIRN [REDACTED]  
Federal Award Date: 08/10/2020

### Recipient Information

1. Recipient Name  
[REDACTED]

2. Congressional District of Recipient  
01

3. Payment System Identifier (PI)  
[REDACTED]

4. Employer Identification Number (EIN)  
[REDACTED]

5. Data Universal Numbering System (DUNS)  
[REDACTED]

6. Recipient's Unique Entity Identifier  
[REDACTED]

7. Project Director or Principal Investigator  
[REDACTED]  
CEO  
[REDACTED]@email.com  
[REDACTED]0000-000

8. Authorized Official  
[REDACTED]  
[REDACTED]@email.com

### Federal Award Information

11. Award Number  
[REDACTED]

12. Unique Federal Identifier  
[REDACTED]

13. Statutory Authority  
Public Health Service Act, Title 42, Section 330  
Public Health Service Act, Section 330, 42 U.S.C. 254b  
Affordable Care Act, Section 10503  
Public Health Service Act, Section 330, 42 U.S.C. 254, as amended  
Public Health Service Act, Section 330, 42 U.S.C. 254b, as amended  
Public Health Service Act, Section 330(e), 42 U.S.C. 254b  
Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b) (amended) and  
Section 10503 of The Patient Protection and Affordable Care Act (P.L. 111-148)  
Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b)  
Public Health Service Act, Section 330, as amended (42 U.S.C. 254b)  
Section 330 of the Public Health Service (PHS) Act, as amended (42 U.S.C. 254b), as amended  
Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b), as amended  
Public Health Service Act, Section 330(e), (g), (h), or (i), as amended (42 U.S.C. 254b)(e), (g), (h), (i))

14. Award Action Type  
Administrative

15. Is the Award R60?  
No

### Federal Agency Information

9. Awarding Agency Contact Information  
Health Resources and Services Administration  
[REDACTED]@email.com  
[REDACTED]0000-000

10. Program Official Contact Information  
Health Resources and Services Administration  
[REDACTED]@email.com  
[REDACTED]0000-000

### Summary Federal Award Financial Information

18. Budget Period Start Date 04/01/2020 - End Date 01/31/2021

19. Total Amount of Federal Funds Obligated by this Action	\$0.00
19a. Direct Cost Amount	
19b. Indirect Cost Amount	
20. Authorized Carryover	\$0.00
21. Other	\$0.00
22. Total Amount of Federal Funds Obligated this budget period	\$4,340,893.00
23. Total Approved Cost Sharing or Matching, where applicable	\$12,177,421.00
24. Total Federal and Non-Federal Approved this Budget Period	\$16,618,314.00
25. Project Period Start Date 04/01/2020 - End Date 01/31/2021	
26. Total Amount of the Federal Award Including Approved Cost Sharing or Matching this Project Period	\$16,618,314.00

28. Authorized Treatment of Program Income Addition

29. Grants Management Officer - Signature  
[REDACTED] on 08/10/2020

30. Remarks  
[REDACTED]

# Recipient Information

Department of Health and Human Services  
Health Resources and Services Administration

Notice of Award  
Notice # 0000000000  
Federal Award Date: 06/15/2020

**Recipient Information**

1. Recipient Name
2. Congressional District of Recipient
3. Payment System Identifier (PSI)
4. Employer Identification Number (EIN)
5. Data Universal Numbering System (DUNS)
6. Recipient's Unique Entity Identifier
7. Project Director or Principal Investigator
8. Authorized Official

**Federal Agency Information**

9. Award Agency Contract Information
10. Program Official Contact Information

**Federal Award Information**

11. Award Number
12. Unique Federal Award Identification Number (UFAID)
13. Statutory Authority
14. Federal Award Project Title
15. Assistance Listing Number
16. Assistance Listing Program Title
17. Award Action Type
18. Is the Award R&D?

**Summary Federal Award Financial Information**

19. Budget Period Start Date (04/01/2020) - End Date (03/31/2021)	
20. Total Amount of Federal Funds Obligated by this Action	\$0.00
20a. Direct Cost Amount	
20b. Indirect Cost Amount	
21. Authorized Carryover	\$0.00
22. Other	\$0.00
23. Total Amount of Federal Funds Obligated this budget period	\$4,340,893.00
24. Total Approved Cost Sharing or Matching, where applicable	\$12,277,421.00
25. Total Federal and Non-Federal Approved this Budget Period	\$16,618,314.00
26. Project Period Start Date (04/01/2020) - End Date (03/31/2021)	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$16,618,314.00
28. Authorized Treatment of Program Income	Addition
29. Grants Management Officer - Signature	on 06/15/2020

30. Remarks

## Recipient Information

1. Recipient Name  
"Healthcare, Inc."  
1111 Ave.  
CANISTEO, AR 84984-1716
2. Congressional District of Recipient  
01
3. Payment System Identifier (ID)  
1710710710A1
4. Employer Identification Number (EIN)  
710710710
5. Data Universal Numbering System (DUNS)  
849849849
6. Recipient's Unique Entity Identifier  
ABC123DEF456
7. Project Director or Principal Investigator  
Hermione Granger  
CEO  
test@email.com  
(000)000-000
8. Authorized Official  
Harry Potter  
test2@email.com



# Awarding Agency Contact Information

Department of Health and Human Services  
Health Resources and Services Administration

Notice of Award  
Factor 0000000000  
Federal Award Date: 06/18/2020

Recipient Information	Federal Award Information
1. Recipient Name [REDACTED]	11. Award Number [REDACTED]
2. Congressional District of Recipient 01	12. Unique Federal Award Identification Number (UFAIN) [REDACTED]
3. Payment System Identifier (PSI) [REDACTED]	13. Statutory Authority Public Health Service Act, Title III, Section 330 Public Health Service Act, Section 330, 42 U.S.C. 254b, Affordable Care Act, Section 20563 Public Health Service Act, Section 330, 42 U.S.C. 254, as amended Authority: Public Health Service Act, Section 330, 42 U.S.C. 254, as amended Public Health Service Act, Section 330, 42 U.S.C. 254, as amended Public Health Service Act, Section 330(e), 42 U.S.C. 254b Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b, as amended) and Section 20563 of the Patient Protection and Affordable Care Act (P.L. 111-148) Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b) Public Health Service Act, Section 330, as amended (42 U.S.C. 254b) Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b, as amended) Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b, as amended) Public Health Service Act, Section 330(e), (g), (h), or (i), as amended (42 U.S.C. 254b(e), (g), (h), (i) and/or (j)) The Health Center Program is authorized by Section 330(e), (g), (h) and/or (i) of the Public Health Service Act, as amended (42 U.S.C. 9 254b(e), (g), (h), and/or (i)). Specifically, HRG supplemental funding will be awarded under section 332e.
4. Employer Identification Number (EIN) [REDACTED]	14. Federal Award Project Title Health Center Program
5. Data Universal Numbering System (DUNS) [REDACTED]	15. Health Center Number 93.224
6. Recipient's Unique Entity Identifier [REDACTED]	16. Assistance Listing Program Title Community Health Centers
7. Project Director or Principal Investigator CID [REDACTED] [REDACTED] [REDACTED]	17. Award Action Type Administration
8. Authorized Official [REDACTED] [REDACTED]	18. Is the Award RBD? No
<b>Federal Agency Information</b>	<b>Summary Federal Award Financial Information</b>
9. Awarding Agency Contact Information Health Resources and Services Administration [REDACTED] [REDACTED]	19. Budget Period Start Date 04/01/2020 - End Date 03/31/2022
10. Program Official Contact Information Health Resources and Services Administration [REDACTED] [REDACTED]	20. Total Amount of Federal Funds Obligated by this Action \$0.00
	20a. Direct Cost Amount
	20b. Indirect Cost Amount
	21. Authorized Conspover \$0.00
	22. Other \$0.00
	23. Total Amount of Federal Funds Obligated this budget period \$4,340,893.00
	24. Total Approved Cost Sharing or Matching, where applicable \$12,377,421.00
	25. Total Federal and Non-Federal Approved this Budget Period \$16,658,314.00
	26. Project Period Start Date 04/01/2020 - End Date 03/31/2022
	27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$16,658,314.00
	28. Authorized Treatment of Program Income Addition
	29. Grants Management Officer - Signature [REDACTED] on 06/18/2020
30. Remarks test	

## Federal Agency Information

### 9. Awarding Agency Contact Information

Albus Dumbledore  
Health Resources and Services Administration  
test@email.com  
(000)000-000

### 10. Program Official Contact Information

Minerva McGonagall  
Health Resources and Services Administration  
test@email.com  
(000)000-000



# Statutory Authority

Federal Award Information	
<b>13. The Statutory Authority</b>	Provides the citation or text referencing the authorizing legislation.
<b>14. The Federal Award Project Title</b>	Provides a brief, descriptive title of the recipient's activity or project associated with the grant application as submitted by the applicant, or as stated on the Federal award.
<b>15. The Assistance Listing Number</b>	Provides the number assigned to a federal program in the Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA))
<b>16. The Assistance Listing Program Title</b>	Provides the title of the program under which the Federal award was funded in the Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA))
<b>17. The Award Action Type</b>	The type of activity that has been applied to the grant award.

Federal Award Information
<p>11. Award Number 2 H76HA [REDACTED] 29-00</p> <p>12. Unique Federal Award Identification Number (FAIN) H76 [REDACTED]</p> <p>13. Statutory Authority FY 2007 Part C of Title XXVI of the PHS Act, 42 U.S.C. section 300ff-51 et seq. (as amended). Sections 2651 and 2693 et seq., of the Public Health Service Act, as amended (42 USC 300ff-51), as amended by the Ryan White HIV/ Sections 2651 - 2667 and 2693 of the PHS Act (42 USC 300ff-51) as amended by the Ryan White HIV/AIDS Treatment Ext Act of 2009 Sections 2651 - 2667 and 2693 of the Public Health Service Act (42 USC 300ff-51-67, and 121), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87) Sections 2651 - 2667 and 2693 of the Public Health Service Act (42 USC 300ff-51), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87) Sections 2651 - 2667 and 2693 of the Public Health Service Act (42 USC 300ff-51-67, and 121), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87) Sections 2651 - 2667 and 2693 of the Public Health Service Act (42 USC 300ff-51-67, and 121), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87) Title XXVI of the Public Health Service Act, Sections 2651-2667 and 2693 et seq. (42 USC 300ff-51), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87) Sections 2651 - 2667 of the Public Health Service Act, (42 U.S.C. §§300ff-51-67) and section 2693 (42 U.S.C. §300ff-121) of the Public Health Service Act, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87) Sections 2651-2667 of the Public Health Service Act (42 USC § 300ff-51 - 67) and section 2693 of the Public Health Service Act, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87) 42 U.S.C. §§ 300ff-51-67 and 300ff-121 (sections 2651-2667 and 2693 of the Public Health Service (PHS) Act). 42 U.S.C. § 300ff-51-67; 300ff-121 42 U.S.C. § 300ff-71; 300ff-121 42 U.S.C. § 300ff-54; 300ff-121</p> <p>14. Federal Award Project Title Ryan White Part C Outpatient EIS Program</p> <p>15. Assistance Listing Number 93.918</p> <p>16. Assistance Listing Program Title Grants to Provide Outpatient Early Intervention Services with Respect to HIV Disease</p> <p>17. Award Action Type Competing Continuation</p> <p>18. Is the Award R&amp;D? No</p>





# Summary Federal Award Financial Information

Financial Information	
<b>20. Total Amount of Federal Funds Obligated by this Action</b>	Provides the amount of funds obligated and/or de-obligated on each NoA. For a de-obligation and/or offset, the funds provided beside this data element will be surrounded in parentheses ().
<b>21. Authorized Carryover</b>	Provides the unobligated federal funds remaining at the end of a budget period that may be carried forward to a subsequent budget period to cover allowable costs of that budget period as additional authorization.
<b>22. Offset</b>	Provides the unobligated federal funds remaining at the end of a budget period that may be used to reduce the federal funding of a subsequent budget period by the excess amount.
<b>23. Total Amount of Federal Funds Obligated this Budget Period</b>	Shows the funds obligated in the current budget period.
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	The sum of the Total Amount of Federal Funds Obligated this Budget Period (NoA Cover Sheet Data Field# 23) and the Total Approved Cost Sharing or Matching, where applicable (NoA Cover Sheet Data Field# 24).
<b>26. Authorized Treatment of Program Income</b>	Deduction, Addition, Cost Sharing and/or Matching.





# Budget Period Financial Information

<b>19. Budget Period Start Date</b> <b>XX/XX/XXXX</b> – <b>End Date</b> <b>XX/XX/XXXX</b>		
<b>20. Total Amount of Federal Funds Obligated by this Action</b>	\$	0
20a. Direct Cost Amount	\$	0
20b. Indirect Cost Amount	\$	0
21. Authorized Carryover	\$	0
22. Offset	\$	0
23. Total Amount of Federal Funds Obligated this budget period	\$	0
24. Total Approved Cost Sharing or Matching, where applicable	\$	0
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	\$	0



# Project Period Financial Information

26. Project Period Start Date **XX/XX/XXXX** – End Date **XX/XX/XXXX**

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$ 0

28. Authorized Treatment of Program Income  
XXXX {A: Addition; B: Deduction; C: Cost Sharing or Matching}

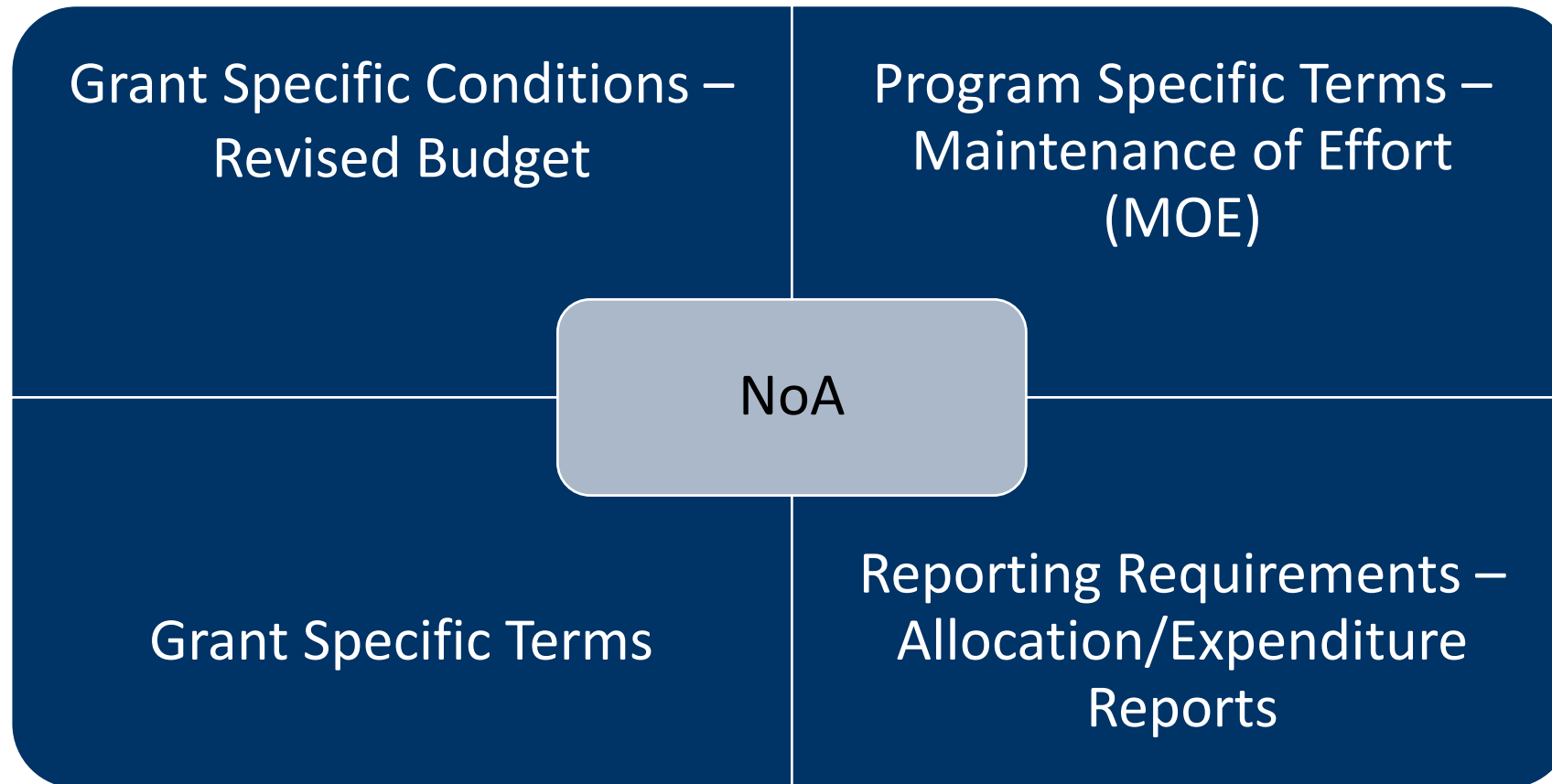
29. Grants Management Officer - Signature  
Signature

30. Remarks

XXXX



# Important Information in Your NoA



# Terms and Conditions

## Terms and Conditions

Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

### Grant Specific Term(s)

1. This action reflects a new document number. Please refer to this number when contacting the Payment Management System or submitting drawdown requests. Reporting on the FFR (Federal Financial Report) SF 425-Federal Cash Transaction Report (FCTR) should reflect this number for all disbursements related to this project period.
2. 45 CFR Part 75 applies to all federal funds associated with the award. Part 75 has been effective since December 26, 2014. All references to prior OMB Circulars for the administrative and audit requirements and the cost principles that govern Federal monies associated with this award are superseded by the Uniform Guidance 2 CFR Part 200 as codified by HHS at 45 CFR Part 75.
3. All post-award requests, such as significant budget revisions or a change in scope, must be submitted as a Prior Approval action via the Electronic Handbooks (EHBs) and approved by HRSA prior to implementation. Grantees under "Expanded Authority," as noted in the Remarks section of the Notice of Award, have different prior approval requirements. See "Prior-Approval Requirements" in the DHHS Grants Policy Statement: <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>
4. The funds for this award are in a sub-account in the Payment Management System (PMS). This type of account allows recipients to specifically identify the individual grant for which they are drawing funds and will assist HRSA in monitoring the award. Access to the PMS account number is provided to individuals at the organization who have permissions established within PMS. The PMS sub-account code can be found on the HRSA specific section of the NoA (Accounting Classification Codes). Both the PMS account number and sub-account code are needed when requesting grant funds. **Please note that for new and competing continuation awards issued after 10/1/2020, the sub-account code will be the document number.**  
You may use your existing PMS username and password to check your organizations' account access. If you do not have access, complete a PMS Access Form (PMS/FFR Form) found at: <https://pmsapp.psc.gov/pms/app/userrequest>. If you have any questions about accessing PMS, contact the PMS Liaison Accountant as identified at: <http://pms.psc.gov/find-pms-liaison-accountant.html>
5. This Part C Early Intervention Services program funding supports outpatient HIV primary care services targeted to low-income, vulnerable, medically underserved people living with HIV for the following service area: Counties in [REDACTED]

### Program Specific Term(s)

1. Funds awarded for pharmaceuticals must only be spent to assist clients who have been determined not eligible for other pharmaceutical programs, especially the AIDS Drug Assistance Program and/or for drugs that are not on the State ADAP or Medicaid formulary.
2. The Ryan White HIV/AIDS Program legislation specifies criteria for the expenditure of Part C grant funds. After reserving funds for administration and clinical quality management, at least 75 percent of the remaining funds must be spent on Core Medical Services, which includes Early Intervention Services (EIS). At least 50 percent of the total funds awarded must be spent on Early Intervention Services. No more than 10 percent of the funds awarded may be spent on administrative costs, including planning and evaluation and excluding costs of a clinical quality management program. The remainder of the funds may be spent on support services, defined as those services needed for low income individuals with HIV/AIDS to achieve their medical outcomes.
3. The recipient is required to establish and maintain a process for protecting client confidentiality throughout the project period. Client confidentiality requirements apply to all phases of the project.
4. Funding beyond this budget period is contingent upon the availability of appropriated funds for this program in subsequent fiscal years, recipient satisfactory performance, and a decision that continued funding is in the best interest of the Federal Government.
5. Consistent with Departmental guidance, HRSA grantees that purchase, are reimbursed or provide reimbursement to other entities for

- Legal requirements that the recipient must meet according to statute, regulation, or policy.
- Conditions specified in the NoA require a response from the recipient which is submitted through the EHBs and reviewed by the PO and GMS.
- The recipient indicates acceptance of the award and all terms and conditions of the award by drawing down funds from the Payment Management System.



# NoA: Terms and Conditions

## Example Conditions of Award

- Budget: Additional/Revised Information
  - Budget Form (SF-424)
  - Line Item Budget and Narrative Justification (specific items of cost)

### HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

### Terms and Conditions

Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

#### Grant Specific Condition(s)

1. **Due Date: Within 30 Days of Award Issue Date**  
In consultation with your Project Officer, submit a revised work plan and budget with SF-424A.

#### Grant Specific Term(s)

1. This Notice of Award is issued based on HRSA's approval of the Non-Competing Continuation (NCC) Progress Report. All previously conveyed terms remain in effect. All post-award requests, such as significant budget revisions or a change in scope, must be submitted as a Prior Approval action via the Electronic Handbooks (EHBs) and approved by HRSA prior to implementation. See 45 CFR §75.308 and "Prior-Approval Requirements" in the DHHS Grants Policy Statement: <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>.



# Maintenance of Effort – RWHAP Part C Early Intervention Services (EIS)

---

Recipients must agree to maintain non-RWHAP Part C expenditures for early intervention services at a level equal to, but not less than the level of such expenditures maintained by the State for the fiscal year preceding the fiscal year for which the recipient is apply to receive a RWHAP Part C grant

Reference: Section 2664(d) of the Public Health Service Act



# Maintenance of Effort – RWHAP Part C Competitive Application

<b>NON-FEDERAL EXPENDITURES</b>	
<b>Applicant's FY Prior to Application (Actual)</b>	<b>Applicant's Current FY of Application (Estimated)</b>
<b>Actual prior FY non-Federal funds, including in-kind, expended for EIS activities proposed in this application.</b>	<b>Estimated current FY non-Federal funds, including in-kind, designated for EIS activities proposed in this application.</b>
<b>Amount: \$ _____</b>	<b>Amount: \$ _____</b>





# Maintenance of Effort

The maintenance of effort (MOE) requirement is important in ensuring that RWHAP funds are used to supplement existing expenditures for HIV-related care and treatment services and to prevent RWHAP Part C funds from being used to offset specific HIV-related budget reductions at the recipient level.

**Program Specific Term:**

15. These grant funds shall not be used to take the place of current funding for activities described in the application. Grantees must maintain non-Federal funding for HIV early intervention services at a level that is not less than expenditures for such activities during the fiscal year prior to receiving this grant.

# NoA: Reporting Requirements

---

- **Federal Financial Report (FFR) – SF-425**
- **Program Reporting Requirements**
  - RWHAP Allocations Report
  - RWHAP Expenditure Report
  - Ryan White Services Report (RSR)
  - Non-Competing Continuation Progress Report (NCC)
  - Final Program Performance Report due at the end of the Project Period



# Reporting Requirements

## Reporting Requirement(s)

1. **Due Date: Annually (Budget Period) Beginning: Budget Start Date Ending: Budget End Date, due Quarter End Date after 90 days of reporting period.**

The recipient must submit an annual Federal Financial Report (FFR). The report should reflect cumulative reporting within the project period of the document number. **Effective October 1, 2020, all FFRs will be submitted through the Payment Management System (PMS).** Technical questions regarding the FFR, including system access should be directed to the PMS Help Desk by submitting a ticket through the self-service web portal ([PMS Self-Service Web Portal](#)), or calling 877-614-5533.

The FFR will be due 90, 120, or 150 days after the budget period end date. Please refer to the chart below for the specific due date for your FFR.

- Budget Period ends August – October: FFR due January 30
- Budget Period ends November – January: FFR due April 30
- Budget Period ends February – April: FFR due July 30
- Budget Period ends May – July: FFR due October 30

2. **Due Date: Within 90 Days of Budget End Date**

Submit a Ryan White HIV/AIDS Program Expenditure Report by March 31, 2023.

3. **Due Date: 03/27/2023**

Submit the Ryan White Services Report (RSR) which consists of recipient, service provider, and patient level reports for the calendar year via the EHBs by 6:00 PM ET on the last Monday in March. See <https://hab.hrsa.gov/program-grants-management/data-reporting-requirements-and-technical-assistance> for additional information.

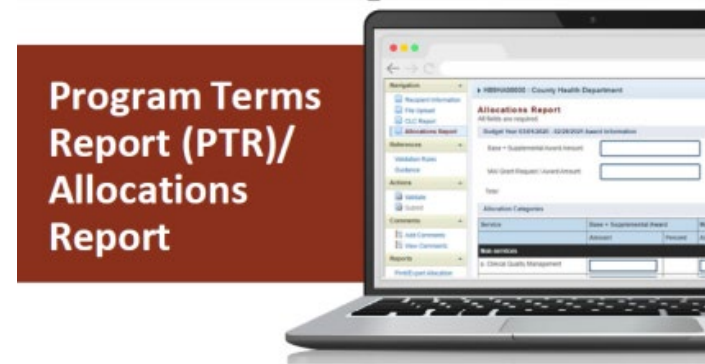
**Failure to comply with these reporting requirements will result in deferral or additional restrictions of future funding decisions.**



# Allocation and Expenditure Report: PTR System

RWHAP Parts C and D recipients must submit two program-specific reports to HRSA:

- RWHAP Allocation Report
- RWHAP Expenditure Report



These reports serve as a reference to determine how recipients allocate and subsequently expend funds each budget period. It is important to note that the RWHAP annual allocation and expenditure reports do not serve as a source for determining the total amount of funds awarded and unspent by recipients.

# Ryan White HIV/AIDS Service Report (RSR)

- The RSR is an annual client-level data reporting requirement that monitors the characteristics of RWHAP recipients, providers, and clients served.
- The RSR is comprised of:
  - The Recipient Report
  - The Provider Report
  - The Client Report



# Non-Competing Continuation Progress Report

- Purpose: To evaluate the recipient's programmatic performance and permit them to continue and carry out their approved scope as submitted within their project period.
- Eligibility of funding recipient is dependent on:
  - Availability of appropriations
  - Compliance with terms and conditions
  - Progress and Performance (progress reports are required annually as part of the NCC process)
- NCC progress reports are due approximately 90 days before the start of the budget period.



# Final Program Performance Report

---

- The final report collects information relevant to program-specific goals and progress on strategies; core performance measurement data; impact of the overall project; the degree to which the recipient achieved the mission, goal and strategies outlined in the program; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire project period.
- A final report is due within 90 days after the project period ends.





# Post-Award Monitoring

## Recipient

- Responsible for the oversight of the operations of the Federal award-supported activities
- Must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved
- Timely responses to conditions and reporting requirements, as well as submission of Prior Approval requests, are a significant part of this requirement

## PO

## GMS

- Post award monitoring is a joint effort
- Names and contact information are on the Notice of Award



# It's All About Partnership

Recipient's Business  
Officials

Program Director

Grants Management  
Specialist

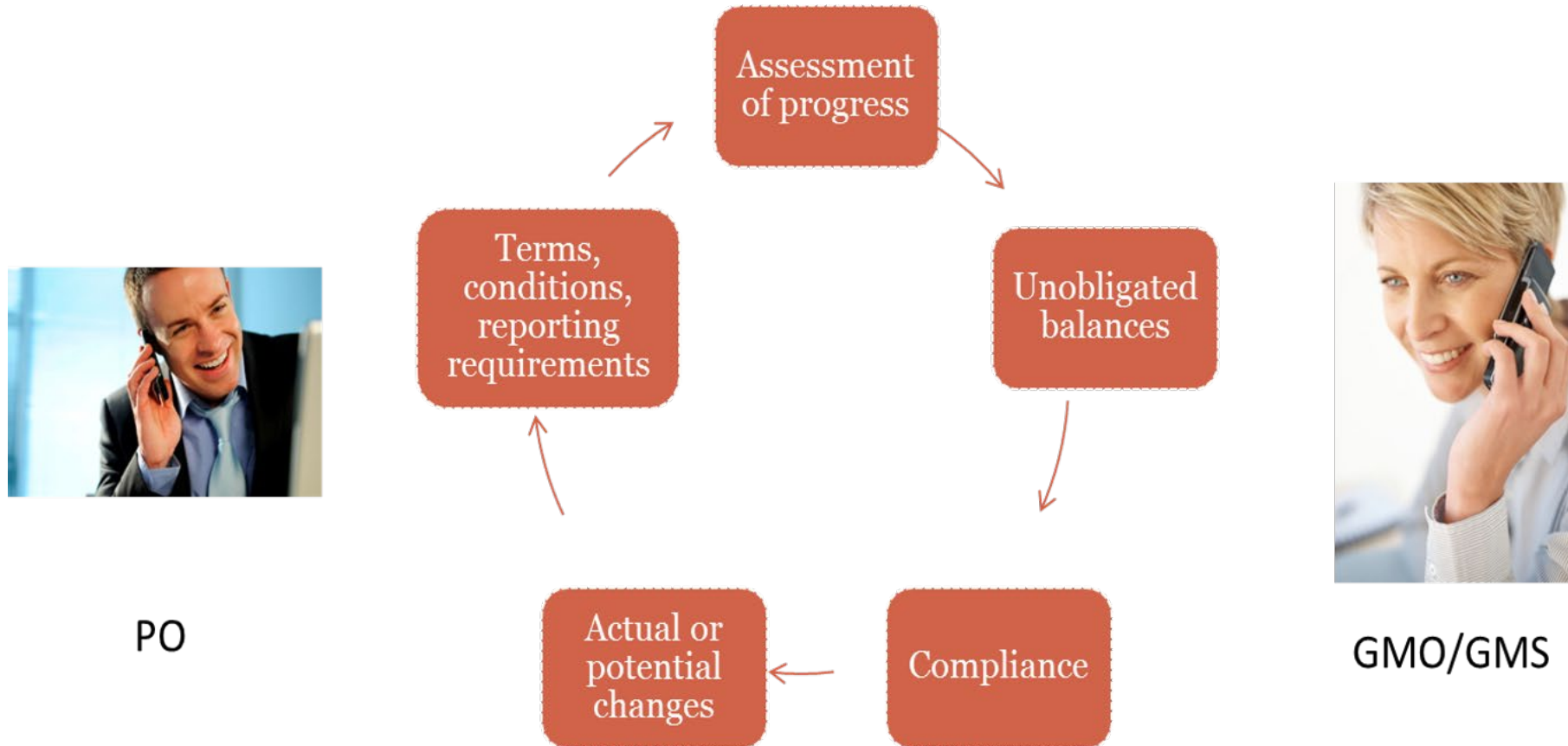
Project Officer

Branch Chief



# Monitoring

## Joint Responsibility Between PO and GMS



# PO and GMS Roles: Monitoring

## PO: Program Issues

- First point of contact on programmatic matter and provides technical advice
- Monitors the recipient's compliance with program requirements
- Monitors progress toward expected outcomes
- Reviews Budget Modifications and Prior Approvals

## GMS: Fiscal Issues

- First point of contact on business and financial issues, including:
  - Federal awards
  - Post-award actions
  - Reviews and Approves Federal Financial Reports (FFRs)
  - Payment Management System (PMS)
  - Approves Prior Approval requests

# Post Award Submissions: Prior Approval Requests

- HRSA approval is required when Recipient has a change to certain aspects of the approved application
  - Recipient submits request via EHBs
  - Approval of the request is provided in the form of a revised NoA
  - See 45 CFR §75.308
- **Examples:**
    - Budget Revisions
    - Key Personnel Changes
    - Work Scope Changes
    - Carryover Requests
    - No-cost Extension
    - Change in Recipient
    - Relinquishment



# Prior Approval Process



## Prior Approval Process in the EHBs



# Prior Approval Requests: Budget Revision

## Budget Revisions Requiring Prior Approval:

1. Cumulative transfers among direct cost budget categories (i.e., Personnel, Fringe, Travel, Equipment, Supplies, Contractual, etc.) for the current budget period exceed 25% of the total approved budget (which includes direct and indirect costs) for that budget period or \$250,000, whichever is less; or
2. Moving costs between funding categories would result in failure to meet the statutorily required distributions (e.g., exceeding the 10% of the award amount for admin, failure to allocate at least 75% of the remaining funds for Core Medical Services, etc.); or
3. Substantial changes are made to the approved work plan or project scope (e.g., changing the model of care, transferring substantive work from personnel to contractual); or
4. Recipient wants to purchase a piece of equipment that exceeds \$25,000 and was not included in the approved project budget/application.



# Prior Approval Requests: Name Change for Program Director

---

## Required documents:

- Letter of justification for name change on official organizational letterhead
  - Include effective date of change
  - Must be signed by an authorizing official
  - Brief note of the proposed candidate's grants management experience
- CV or Resume for the new Program Director





# Prior Approval Requests: Changes in Program Scope

---

## Required documents:

- Letter of justification for change in scope of work, provided on official organizational letterhead, signed by an authorizing official, including effective date of change
- Narrative justification to include how this change in scope will enhance the HIV services and the impact on the populations served.
- Re-budgeting documentation if appropriate

# Prior Approval Requests: Carryover Requests

- Unobligated balance may be carried over to the subsequent budget period
- Must submit budget documents for carryover funding only
- Use the same level of detail as is required in any other budget
- Must indicate intention to carryover funds in the FFR
- Must submit request within 30 days of submission of FFR
- Request should include:
  - Cover Letter requesting approval and the reason for the unobligated funds
  - SF-424A
  - Budget and Narrative Justification (specific items requested)
- Approval is at the discretion of program



# Prior Approval Requests: No-Cost Extension

- Extension of project period to complete approved activities
- Extension requests can be for up to 12 months
- Submit 60 days prior to end of project period; must be submitted prior to the end of the project period
- Cannot be used merely for the purpose of using unobligated balances
- Approval is at the discretion of program



# Prior Approval Requests: Relinquishment/Change in Recipient

---

- Process used to transfer the legal and administrative responsibility for a funded project from one legal entity to another before the ending date of the approved period of performance.
- Program staff should meet with recipient to provide TA before a final decision is made.



# Grant Cycle: Closeout

## Program Official

- Reviews final reports and other reporting requirements to ensure originally awarded purposes were accomplished

## Grants Management

- Reviews final reports to ensure originally awarded purposes were accomplished and for adherence to requirements and terms of the award
- Reconciles final costs
- Determines final disposition amounts resulting in closing grant account

## Recipient

- Submits final reports and other reporting requirements
- Accounts for all expenditures



# Closeout

- Purpose: To protect the Federal Government's financial interests
- Closeout procedures ensure that:
  - Final reports are received and evaluated
  - Allowable costs are determined
  - Amounts either due to the agency or the recipient are determined
  - Payment arrangements are made
- Two Types
  - **Document closeout:** End of a competitive segment of a federal award
  - **Grant closeout:** Recipient performance is completed or terminated



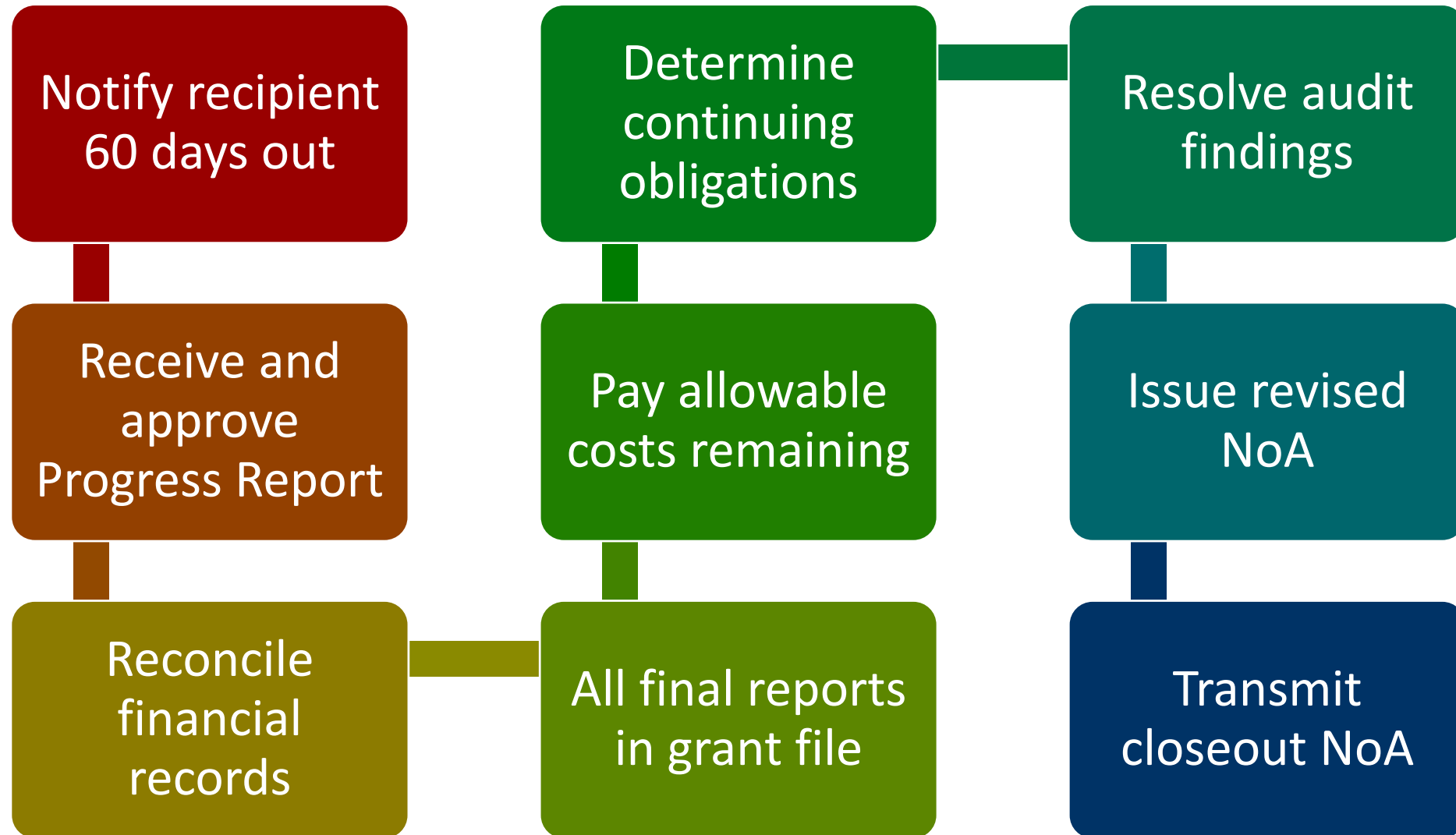
# Components of a Grant Closeout

- **Final Federal Financial Report**
  - Unliquidated obligations (costs incurred but not yet paid) should not be included in the final FFR
  - An extension of the report for 90 days must be requested by recipient if unable to liquidate valid obligations
- **Final Progress or Performance Report**
  - Due 90 days after grant period end date
  - Recipients that don't submit by the deadline can have awards held up in other program offices/bureaus or imposed as high risk
- **Property Accountability**
  - Recipients who purchased equipment greater than \$5K or have residual supplies must submit final inventory to HRSA





# Closeout Process



# Best Practices for Success

- Review your NoA and the NOFO throughout the life of the Project period
- Submit Accurate and Timely Reports
- Actively Participate in Monitoring Calls
- Work in Collaboration with your PO and GMS
- Showcase your program during Stakeholder calls
- As always HRSA is here to help you succeed!



# Pondering?



# Teamwork Makes the Dream Work!

REMEMBER:

**PO** and **GMS** work in partnership to effectively provide assistance to  
**You, the Recipient,** and ultimately, the **people** we serve



# Resources



- Ryan White HIV/AIDS Program Recipient Resources: <https://ryanwhite.hrsa.gov/grants/manage/recipient-resources>
- Target HIV: <https://targethiv.org/>
- Grant Maintenance Information: <https://ryanwhite.hrsa.gov/grants>
- Policy Clarification Notices: <https://ryanwhite.hrsa.gov/grants/policy-notice>
- EHB Help and Knowledge Bases: <https://help.hrsa.gov/display/public/EHBSKBFG/Index>
- RWHAP Compass Dashboard: <https://targethiv.org/RWHAPCompass>
- RSR Data Report [www.TargetHIV.org/topics/RSR](http://www.TargetHIV.org/topics/RSR)



# Contact Information

---

**CAPT Mindy Golatt; Catishia Mosley, MSPH;  
Gail Glasser, MSWCP; Angela Smith, PhD, MPH;  
LCDR Sharonjit Sagoo; and Kristin Williams, DHSc, MPH  
DCHAP, STTA Workgroup  
HIV/AIDS Bureau (HAB)  
Health Resources and Services Administration (HRSA)  
Web: [ryanwhite.hrsa.gov](https://ryanwhite.hrsa.gov)**



# Connect with the Ryan White HIV/AIDS Program

Learn more about our program at our new website:

[ryanwhite.hrsa.gov](https://ryanwhite.hrsa.gov)



Sign up for the Ryan White HIV/AIDS Program Listserv:

<https://public.govdelivery.com/accounts/USHHSRSA/signup/29907>



# Connect with HRSA

Learn more about our agency at:

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



[Sign up for the HRSA eNews](#)

FOLLOW US:

