



# Linking Eligibility Across the Ryan White HIV/AIDS Program Parts - Dissemination Assistance Provider

## HRSA-24-057

Pre-Application Technical Assistance Webinar

*February 1, 2024*

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**Vision: Healthy Communities, Healthy People**



# Today's Agenda

# AGENDA

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



# Acronyms

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- DUNS – Data Universal Numbering System
- EHB – Electronic Handbooks
- HAB – HIV/AIDS Bureau
- HOPWA – Housing Opportunities for Persons with AIDS
- GMS – Grants Management Specialist
- NOFO – Notice of Funding Opportunity (formerly Funding Opportunity Announcement)
- PCN – Policy Clarification Notice
- PO – Project Officer
- RWHAP – Ryan White HIV/AIDS Program
- SAM – System for Award Management
- SNAP – Supplemental Nutrition Assistance Program
- TA – Technical Assistance



# Objectives

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- Discuss **Linking Eligibility Across the Ryan White HIV/AIDS Program Parts - Dissemination Assistance Provider (HRSA-24-057)**.
- Provide pre-application technical assistance (TA) to potential applicants.
- Answer questions related to the NOFO.



# HRSA's HIV/AIDS Bureau Vision and Mission

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## 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

Streamlining Eligibility within the Ryan White HIV/AIDS Program (RWHAP)



# HRSA HAB Commitment to Streamlining Eligibility

As part of HRSA's commitment to streamlining the RWHAP eligibility application process and enhancing the customer experience with the process, we have been gathering additional information through:

- **Request for Information** with the AIDS Drug Assistance Programs (ADAPs) to better understand current ADAP eligibility processes and challenges, including those regarding collaboration, data sharing and data systems (April 2023)
- **Focus groups** with HAB project officers (May & June 2023)
- **Technical expert panels** with a cross-section of RWHAP recipients across several states to represent different RWHAP models and experiences for Parts A-D, including the ADAP (August 2023)



# Pre-Application Technical Assistance

Linking Eligibility Across the RWHAP Parts - Dissemination Assistance Provider

HRSA-24-057





# Important Notes

- Application due date in grants.gov – **March 4, 2024 at 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 **45 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support required in the Application Guide and this NOFO.



# Purpose

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## The purpose of this funding is to:

1. Examine current eligibility determination and confirmation processes in place across all RWHAP Parts and identify administrative, technical, and legal barriers facing providers and clients.
2. Identify best practices and facilitators that improve navigation for clients who seek services from multiple RWHAP recipients and subrecipients.
3. Develop and disseminate materials about eligibility determination and confirmation processes including cost analysis tools, examples, and lessons learned.
4. Facilitate peer-to-peer information exchange and dissemination of information.



*Please refer to page 1 in the NOFO*



# Objectives

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## The program objectives are as follows:

- Promote efficiencies in the intake, navigation, and determination of RWHAP client eligibility and eligibility confirmations across all RWHAP Parts.
- Improve the customer experience with applying for and continuing RWHAP services.
- Reduce administrative burden for RWHAP clients and providers.
- Increase the availability of tools that RWHAP recipients and subrecipients can adopt and adapt to help streamline eligibility processes across all RWHAP Parts.



*Please refer to page 1 in the NOFO*



# Summary of Funding

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- Award Type: Cooperative Agreement
- Approximately \$2,000,000 per year is available to fund one (1) applicant.
- Applicants may request funding amounts of up to \$2,000,000 for each year of the two-year project period (*August 1, 2024 through July 31, 2026*).
- Requests exceeding \$2,000,000 per year will be deemed nonresponsive and will not be considered.



Please refer to page 7 in the NOFO



# Eligibility Information

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- Eligible applicants 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 through F of title XXVI of the Public Health Service Act.
- 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

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 6 to 7 in the NOFO*



# Cooperative Agreement Recipient Responsibilities (continued)

Your other responsibilities will include (continued)...

- 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 6 to 7 in the NOFO*



# Grant Recipient Programmatic Expectations

- **Perform a systems assessment** of a representative sample of RWHAP recipients and subrecipients across multiple RWHAP Parts and other systems to identify current administrative systems and processes, technologies and tools utilized to determine client eligibility, eligibility confirmation, and obtain client consent for intra-agency data sharing.
- **Document processes and best practices** for client eligibility determination and confirmation that are efficient, cost effective, accessible to all RWHAP Parts, and lead to user and client satisfaction.
- **Identify facilitators, challenges, and barriers** related to administrative, technical, and legal/policy issues affecting state and jurisdictional implementation of seamless, integrated, and comprehensive data exchanges across multi-program funding sources.
- **Sponsor and coordinate peer-to-peer information exchanges** to share support, guidance, and feedback on best practices that promote efficiencies in the determination of client eligibility.
- **Develop and promote dissemination** of materials, manuals, and tools on data-sharing or other strategies among RWHAP recipients and relevant entities.

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





# Application and Submission Information

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## Two Components of the NOFO:

- 1) HRSA-24-057, Linking Eligibility Across the Ryan White HIV/AIDS Program Parts - Dissemination Assistance Provider, 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

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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

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## Sections:

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

*Please refer to pages 12 to 17 in the NOFO*



# Project Narrative – Introduction

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

- Project purpose
- How your project addresses the goal of the opportunity
- 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.

*Please refer to pages 12 through 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

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The purpose of this section is to explain why there is a need for your specific project, primary issues, and challenges that are associated with linking eligibility across the RWHAP Parts to increase care for people with HIV.

- Explain how your project may contribute to or add to the existing evidence base.
- Use and cite data whenever possible to support the information provided.
- 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 two-year project period.
- Highlight any innovative methods.
- Link back to how you will accomplish the following Program Expectations:
  - Systems Assessment
  - Information Exchange
  - Dissemination
- Recommend actions for continuing capacity-building with similar RWHAP recipients and subrecipients not engaged in this project.

*Please refer to pages 13 through 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.
- The work plan must be broken out by year and include two (2) years of plans to cover goals, objectives, and action steps proposed for the entire 2-year project period.
- Include the work plan as **Attachment 1**.



*Please refer to pages 15 through 16 in the NOFO*



# Project Narrative - Work Plan

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Your work plan should include objectives and key action steps that are clearly linked to the Approach section, and they are:

**S**PECIFIC

**M**EASURABLE

**A**CHIEVABLE

**R**EALISTIC &

**T**IME 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 appropriate staff.
  - Identifying meaningful support and collaboration with key stakeholders in planning, designing, and implementing all activities.
  - Beginning project evaluation activities.
  - Participating in the 2024 National Ryan White Conference on HIV Care and Treatment.
  - Establishing quality control mechanisms that align with HRSA’s review processes.



*Please refer to pages 15 through 16 in the NOFO*



# Sample Work Plan – Table

<b>Problem Statement: Only 60% of PLWH on antiretroviral therapy achieved viral load suppression in 2014.</b>				
<b>Goal: Improve the percent of PLWH on ART with viral load suppression to 65% in calendar year 2015 and 75% in 2016.</b>				
<b>Objective</b>	<b>Key Action Steps</b>	<b>Completion Date</b>	<b>Evaluation Method</b>	<b>Performance Level</b>
Designated clinic staff to complete treatment adherence training	RN, Pharmacists, MCMs 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 PLWH 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

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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 page 16 in the NOFO*



# Project Narrative – Evaluation and Technical Support Capacity

This section asks you to include descriptions of the following:

- The plan for the program performance evaluation that will contribute to continuous quality improvement.
- The systems and processes that will support your organization’s tracking of performance outcomes.
- Any potential obstacles for implementing the program performance evaluation and your plan to address those obstacles.
- 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 consultants and contractors, if applicable.**



*Please refer to page 16 in the NOFO*



# Budget Requirements

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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
3. Budget justification narrative



*Please refer to pages 17 through 18 in the NOFO, and Section 4.1.v 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.		\$	\$	\$	\$
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) 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.

- 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.



# 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: \$221,900

50% of time will be devoted to the project	
Direct salary	\$103,050
Fringe (25% of salary)	\$26,125
Total amount	\$132,562



# 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:

- *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 (continued)

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

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 following will not count toward the page limit:
  - Biographical sketches of key personnel
  - Indirect cost rate agreements and proof of non-profit status (if applicable)



*Please refer to pages 18 through 19 in the NOFO*





# Attachments

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- Attachment 1: Work Plan
- Attachment 2: Project Organizational Chart
- Attachment 3: Letters of Agreement, Letters of Support, and Memoranda of Understanding and/or Descriptions 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 Budgets for Years 1 and 2
- Attachment 7: Indirect Cost Rate Agreement, if applicable
- Attachments 8 – 15: Other Relevant Documents



# Application Review Information

- HRSA's Division of Independent Review 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 Narrative Items (Section IV 2.ii) and Budget Items (Section IV 2.iii)	Score
1	Need	Introduction and Need	<i>10 points</i>
2	Response	Introduction, Approach, Work Plan, Resolution of Challenges, and Evaluation and Technical Support Capacity	<i>30 points</i>
3	Evaluative Measures	Evaluation and Technical Support Capacity	<i>10 points</i>
4	Impact	Approach and Work Plan	<i>10 points</i>
5	Resources/Capabilities	Organizational Information, Evaluation and Technical Support Capacity, and Budget Narrative	<i>34 points</i>
6	Support Requested	Organizational Information, Work Plan, Budget, and Budget Narrative	<i>5 points</i>

Please refer to pages 22 to 27 of the NOFO



# Application Package: Where is it?

- On HRSA's website at [www.hrsa.gov/grants](http://www.hrsa.gov/grants)
  - Click on the NOFO “apply at Grants.gov” link
- At [www.grants.gov](http://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.
- 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 **March 4, 2024**, 11:59 pm ET.
- We recommend submission of the application at least four business days before the due date.
- Webinar recording: <https://targethiv.org/library/nofos>



# HRSA Contacts

Applicants who need additional information may contact:

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**Please email your questions to ALL contacts listed.**



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



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