Pre-application Technical Assistance (TA) Webinar

Ryan White HIV/AIDS Program Implementation Center for HIV Clinical Quality Improvement

12/13/2016
Announcement Type: New
Funding Opportunity Number: HRSA-17-034

Catalog of Federal Domestic Assistance (CFDA) No. 93.145
Agenda

• Overview
• Purpose of Funding
• Background
• Program Requirements
• Eligibility
• Program Specific Instructions
• Application and Submission Information
• Agency Contacts
• Question and Answer
## Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CQM</td>
<td>Clinical Quality Management</td>
</tr>
<tr>
<td>DPD</td>
<td>Division of Policy and Data</td>
</tr>
<tr>
<td>DGMO</td>
<td>Division of Grants Management Operations</td>
</tr>
<tr>
<td>DUNS</td>
<td>Data Universal Numbering System</td>
</tr>
<tr>
<td>EHB</td>
<td>Electronic Handbooks</td>
</tr>
<tr>
<td>SAM</td>
<td>System for Award Management</td>
</tr>
<tr>
<td>FOA</td>
<td>Funding Opportunity Announcement</td>
</tr>
<tr>
<td>GMS</td>
<td>Grants Management Specialist</td>
</tr>
<tr>
<td>HAB</td>
<td>HIV/AIDS Bureau</td>
</tr>
<tr>
<td>PLWH</td>
<td>People Living with HIV</td>
</tr>
<tr>
<td>PO</td>
<td>Project Officer</td>
</tr>
<tr>
<td>RWHAP</td>
<td>Ryan White HIV/AIDS Program</td>
</tr>
<tr>
<td>T/TA</td>
<td>Training and Technical Assistance</td>
</tr>
</tbody>
</table>
The mission of the HIV/AIDS Bureau is to provide leadership and resources to assure access to and retention in high quality, integrated care and treatment services for vulnerable people living with HIV/AIDS and their families.
Purpose of Funding Opportunity

- Assist RWHAP recipients and subrecipients - with implementing clinical quality improvement methodologies and concepts, as required by the Ryan White HIV/AIDS Treatment Extension Act of 2009, to improve HIV health outcomes for people living with HIV (PLWH).

- Align with the Clinical Quality Management Policy Clarification Notice 15-02 (CQM PCN 15-02), which clarifies RWHAP program expectations for clinical quality management (CQM) programs, inclusive of quality improvement, infrastructure and performance measurement.
Background

• This program is authorized by Sections 311(c) (42 U.S.C. § 243(c)), 2606 (42 U.S.C. § 300ff-16), and 2654 (42 U.S.C. § 300ff-54) of the Public Health Service Act, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87).

• The RWHAP legislation provides a comprehensive system of care that includes primary medical care and essential support services for low income people living with HIV (PLWH) who are uninsured or underinsured.

• HAB requires recipients to establish a Clinical Quality Management program as outlined in the RWHAP legislation in order to:
  • Assess the extent to which HIV health services are consistent with the most recent HHS guidelines for the treatment of HIV disease and related opportunistic infections, and
  • Develop strategies for ensuring that such services are consistent with the HHS guidelines for improvement in the access to and quality of HIV services.
Clinical Quality Management Policy Clarification Notice

Clinical Quality Management Policy Clarification Notice (15-02, released September 2015) was released to clarify Ryan White HIV/AIDS Program expectations for clinical quality management programs.

- Components:
  - Infrastructure
  - Performance Measurement
  - Quality Improvement

Development of the RWHAP Implementation Center for HIV Clinical Quality Improvement

- The framework for the Implementation Center for HIV Clinical Quality Improvement builds upon current T/TA activities for CQM with a focus on clinical quality improvement and improving patient health outcomes. HAB will help identify the need for T/TA based on recipient/subrecipient performance and HAB-implemented RWHAP site visits in order to determine the areas which recipients need T/TA. A variety of input was reviewed in defining the T/TA priorities for this initiative including:
  - Statutory language in Title XXVI of the Public Health Service Act, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87)
  - Goals, priorities and action steps of the NHAS 2020
  - Findings from RWHAP site visits conducted between 2013-2015
  - TARGET Center end-user evaluation data
  - Select non-aligned experts in the field
1. Offer levels of T/TA to support the overall goal of assisting RWHAP recipients with implementing quality improvement concepts and strategies. The three levels of T/TA activities are:
   1) Training and Dissemination of Tools/Guides
   2) Targeted, Time-limited TA and
   3) Communities of Learning

2. Assess the impact of the T/TA provided to RWHAP recipients on PLWH health outcomes using scientifically accepted methodology. Monitor the efficiency and effectiveness in implementing T/TA. The results of the evaluation should be used to modify operations in order to improve T/TA activities.

3. Implement and apply National Quality Forum endorsed, HAB developed, and/or HHS promoted performance measures throughout the three levels of T/TA.

4. Measure achievement of RWHAP Implementation Center for HIV Clinical Quality Improvement objectives and impact of the project, then implement an internal continuous quality improvement plan.
Program Requirements (continued)

5. Participate in national HIV Care and Treatment conferences, including National Ryan White Conference, by submitting abstracts for presentations and by disseminating information, relevant to the target audiences and work of this project. Potential abstracts on T/TA impacts and outcomes for national meetings/conferences should be proposed with HAB’s input and approval.

6. Respond to requests by HRSA/HAB for data and information related to project activities, HAB performance measures and other HAB quality management initiatives.

7. Ensure the participation of the following key personnel:
   1) Principle Investigator (PI) should possess a clinical/healthcare background degree and offer at least 0.10 FTE on the project
   2) A Program Director (PD) with fiscal and programmatic authority for the management of the program at least 0.60 FTE who will be the contact person for HAB staff.
   3) A program evaluator at least 0.25 FTE with impact evaluation expertise

8. Use the TARGET Center as the website to post and disseminate T/TA information, materials and products.
Summary of Funding

- Funding will be provided in the form of a cooperative agreement.
- Approximately $1,500,000 is expected to be available annually to fund 1 recipient for the duration of the project period (July 1, 2017 – June 30, 2020). Applicants may apply for a ceiling amount of up to $1,500,000 per year.
Eligibility

Public and nonprofit entities, including:
- Institutions of higher education and academic health science centers involved in addressing HIV related issues on a national scope
- Faith-based and community-based organizations and
- Tribes and tribal organizations
The total size of all uploaded files may not exceed the equivalent of 80 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 the FOA.

Applications must be complete, within the specified page limit, and validated by Grants.gov under the correct funding opportunity number prior to the deadline to be considered under the announcement.
Application Submission

- FOA HRSA-17-034 focuses on the program-specific content, including goals, expectations, and requirements of the program.


You must use both the FOA and the *SF-424 Application Guide* to successfully complete and submit an application.
Application Structure

Applicants must include the following sections in their application:

- Project Abstract
- Project Narrative
  - Introduction
  - Needs Assessment
  - Methodology
  - Work Plan
  - Resolution of Challenges
  - Evaluation and Technical Support Capacity
  - Organizational Information
- Budget
  - Budget Narrative
  - Line Item Budget
- Attachments (6)
Program Specific Instructions

- The following slides will review the application requirements and instructions for the following sections:
  - Project Abstract
  - Project Narrative
  - Budget
  - Budget Narrative
  - Attachments
Program Specific Instructions: Project Abstract

• Should follow Section 4.1.ix of HRSA’s SF-424 Application Guide
Program Specific Instructions: Project Narrative

• This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project.

• Inclusive of the following section headers:
  • Introduction
  • Needs Assessment
  • Methodology
  • Work Plan
  • Resolution of challenges
  • Evaluation and Technical Support Capacity
  • Organizational Information
Program Specific Instructions: Project Narrative, *Introduction*

- **INTRODUCTION -- Corresponds to Section V’s Review Criteria #1 Need and #2 Response**

- This section should briefly describe how the proposed project responds to the program requirements as described in Sections I and II. 1. of this FOA. Include a discussion that exhibits an expert understanding of the RWHAP by your staff and proposed consultants. This section should include a discussion of challenges in response to providing TA in specific TA focus areas outlined in the program requirements.
Program Specific Instructions: Project Narrative, Needs Assessment

• **NEEDS ASSESSMENT -- Corresponds to Section V’s Review Criterion #1 Need**
  
  • This section should help reviewers understand the need for the T/TA as identified within the proposed activity of this initiative.
  
  • Discuss the ability and expertise in identifying and developing T/TA that best addresses the needs of RWHAP recipients based on unmet needs assessments, HIV prevalence data, targeted outreach with RWHAP recipients, geospatial mapping or other techniques aimed at locating areas of greatest need for these types of technical assistance and training.
  
  • Discuss the current environment of curricula and resources on quality improvement methodologies appropriate for this project. Outline how the project’s activities will contribute to the current national HIV environment and serve as a complement to the RWHAP.
Program Specific Instructions: Project Narrative, Methodology

• **METHODOLOGY -- Corresponds to Section V’s Review Criteria #2 Response and #4 Impact**

• Propose methods that will be used to meet the described program requirements in this announcement. Please discuss why the methodology chosen is appropriate for the program requirements as described in Section I and the identified target group(s).

• Describe how the methodologies will respond to the requirements and outcomes of evaluative work completed. Describe how they will meet requirements for the three levels of T/TA activities as identified in the program requirements.

• The applicant should explore a range of strategies and activities to meet the expectations. The activities should be replicable and support broad scale RWHAP communities.
Program Specific Instructions: Project Narrative, *Methodology (continued)*

Describe strategies and activities to meet the following:

- **Training and Dissemination of Tools/Guides:** Develop and implement new and innovative training tools and guides with a focus on quality improvement and improving patient health outcomes. A component of these trainings and tools should utilize principles of consumer self-efficacy, where appropriate. The mechanism of training utilizing developed tools and guides could be in-person or webinar as appropriate for the purpose and objectives of the training.

- **Targeted, Time-limited Technical Assistance:** Implementation of targeted, time-limited TA focused on quality improvement, as identified by HAB staff (as a result of HRSA/HAB comprehensive, diagnostic, or technical assistance site visit or as approved by HAB staff), with specified objectives and timeframes.

- **Communities of Learning:** Develop, solicit participants, implement and evaluate a Community of Learning with a national or regional focus, depending on the needs of the RWHAP recipients.
Program Specific Instructions: Project Narrative, Work Plan

- **WORK PLAN -- Corresponds to Section V’s Review Criterion #2 Response**
  - Discuss how these goals and objectives directly relate to the requirements and expectations of the program requirements outlined in Section 1.
  - Describe how your organization will deliver each of the T/TA elements/activities to funded RWHAP recipients. Discuss any collaboration that will take place between your agency and other organizations or individuals in order to accomplish these activities.
  - Describe how creative communication tools designed to facilitate information sharing, self-learning, and collaborative technical assistance will be developed and delivered.
  - Complete a work plan table (include as Attachment 1) that corresponds with the work plan narrative. You may develop a work plan, in table format, which includes each project activity, action steps, intended target population, measurable outcome, target end dates, and the person(s) responsible for each step.
Program Specific Instructions: Project Narrative, *Resolution of Challenges*

- **RESOLUTION OF CHALLENGES -- Corresponds to Section V’s Review Criterion #2 Response**

- Discuss challenges that are likely to be encountered in designing and implementing the activities described in the needs assessment and work plan sections of the narrative. Discuss the strength of your methodology in identifying and responding to these challenges. Discuss approaches that will be used to resolve such challenges. Also discuss relevant challenges encountered in implementing similar work plans, and how these were resolved.
Program Specific Instructions: Project Narrative, *Evaluation and Technical Support Capacity*

- **EVALUATION AND TECHNICAL SUPPORT CAPACITY** -- Corresponds to Section V’s Review Criterion #3 Evaluative Measures

- Describe the evaluation plan, inclusive of qualitative and quantitative measures, to be used concurrently with the development of T/TA activities to assure impact is measured.

- List the outcome evaluation questions that will be addressed by the project, in order to show if the project has met its objective. Describe the assessment of how T/TA is used by RWHAP community, recipients and subrecipients.
Program Specific Instructions: Project Narrative, Organizational Information

- **ORGANIZATIONAL INFORMATION -- Corresponds to Section V’s Review Criterion #5 Resources/Capabilities**

- Provide information on your current mission and structure, scope of current activities, and an organizational chart (Attachment 4). Include biographical sketches, not to exceed two pages in length, for key personnel on the project as Attachment 3.

- Staff requirements: Applicant shall include a staffing plan and job descriptions for key personnel (Attachment 2) to illustrate expertise of staff as it relates to the scope of work proposed. Key personnel, at a minimum, must include:
  - Principle Investigator (.10 FTE)
  - Program Director (.60 FTE)
  - Program Evaluator (.25 FTE)
Program Specific Instructions: *Budget*

- See Section 4.1.iv of HRSA’s *SF-424 Application Guide*. Please note: the directions offered in the SF-424 Application Guide may differ from those offered by Grants.gov. Please follow the instructions included in the Application Guide and, if applicable, the additional budget instructions provided below.

- In addition, the Ryan White HIV/AIDS Program Implementation Center for HIV Clinical Quality requires the following:
  - **Project Activity Budget**
  - You must submit a separate program-specific line item budget for the first year of the proposed project period (Attachment 6). Ensure that the key staff listed on the previous slide are included in the project budget.
  - The Consolidated Appropriations Act, 2016, Division H, § 202, (P.L. 114-113) 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. Note that these or other salary limitations may apply in FY 2017, as required by law.
# SECTION A - BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Grant Program Function or Activity</th>
<th>Catalog of Federal Domestic Assistance Number</th>
<th>Estimated Unobligated Funds</th>
<th>New or Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Federal (c)</td>
<td>Non-Federal (d)</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
## SECTION B - BUDGET CATEGORIES

<table>
<thead>
<tr>
<th>6. Object Class Categories</th>
<th>GRANT PROGRAM</th>
<th>FUNCTION OR ACTIVITY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>a. Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Contractual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Total Direct Charges (sum of 6a-6h)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Indirect Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. TOTALS (sum of 6i and 6j)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Program Income</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Salary Limitation Cap

• The Consolidated Appropriations Act, 2016, Division H, §202, (P.L. 114-113) continues the Executive Level II capped salary amount that may be awarded and charged to HRSA grants and cooperative agreements.

• Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II or $185,100 annually (exclusive of fringe).

• The salary limitation also applies to subrecipients/subawards.

• Please see Section 4.1.iv Budget – Salary Limitation of HRSA’s SF-424 Application Guide for additional information.
Example: Salary Limitation

- Individual’s full time salary: $255,000.

<table>
<thead>
<tr>
<th>50% of time will be devoted to project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct salary:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Fringe (25% of salary):</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Total:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

- Amount that may be claimed on the Federal grant due to the legislative salary limitation:
  - Individual’s base full time salary adjusted to Executive Level II: $185,100.

<table>
<thead>
<tr>
<th>50% of time will be devoted to project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct salary:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Fringe (25% of salary):</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Total:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Cost Allowability

Allowable Cost -

Meets the criteria for authorized expenditures specified in the program legislation, the cost principles (45 CFR part 75-Subpart E) and program policy. The costs must also be:

- Allocable
- Reasonable
- Necessary
Funds may **not** be used for the following purposes:

- Provision of direct healthcare or support services
- To purchase or construction of new facilities or capital improvement of existing facilities
- To purchase or improve land
- To develop materials designed to promote or encourage, directly, intravenous drug use or sexual activity, whether homosexual or heterosexual
- Pre-Exposure or Post Exposure Prophylaxis medications
- Cash payments to intended recipients of RWHAP services
- Syringe services programs
- To purchase vehicles
- International travel

www.ecfr.gov 45 CFR 75 Subpart E
Program Specific Instructions: **Budget Narrative**

- See Section 4.1.v. of HRSA’s *SF-424 Application Guide*
- You should provide specific, detailed justifications for all allocated items in the program specific line item budget
- For example, travel or training costs must specify the unit cost per person and the number of persons to be involved per activity
- If you have a federally-negotiated indirect cost rate and you are including indirect costs in your application budget, a current negotiated indirect cost rate agreement must be submitted as Attachment 7
Program Specific Instructions: 
Attachments

- Attachment 1: Work Plan
- Attachment 2: Staffing Plan and Job Descriptions for Key Personnel (see Section 4.1. of HRSA’s SF-424 Application Guide)
- Attachment 3: Biographical Sketches of Key Personnel
- Attachment 4: Project Organizational Chart
- Attachment 5: Developed Evaluation Tools (optional)
- Attachment 6: Program Specific Line Item Budget
- Attachments 7 – 15: Other Relevant Documents
Application Review Information

• Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. Critical indicators have been developed for each review criterion to assist you in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation.

• These criteria are the basis upon which the reviewers will evaluate the application. The entire proposal will be considered during objective review.

• Review Criteria section of the FOA are listed under Section V.1. of the FOA (pages 18-21).
Review Criteria are used to review and rank applications. For this FOA, there are 6 review criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion 1: Need</td>
<td>5</td>
</tr>
<tr>
<td>Criterion 2: Response</td>
<td>45</td>
</tr>
<tr>
<td>Criterion 3: Evaluative Measures</td>
<td>15</td>
</tr>
<tr>
<td>Criterion 4: Impact</td>
<td>15</td>
</tr>
<tr>
<td>Criterion 5: Resources/Capabilities</td>
<td>10</td>
</tr>
<tr>
<td>Criterion 6: Support Requested</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
Award Administration Information

• HRSA will issue the Notice of Award prior to the start date of July 1, 2017. See Section 5.4 of HRSA’s *SF-424 Application Guide* for additional information.
Submission Dates and Times

- The due date for applications under this FOA is January 17, 2017 at 11:59 P.M. Eastern Time

- See Section 8 of HRSA’s SF-424 Application Guide for additional information regarding submitting your application through Grants.gov.
Application Submission | Registration and How to Apply

• Obtain a Data Universal Numbering Systems number (DUNS)
• Register with the System for Award Management (SAM)
• Identify the organization’s E-Business Point of Contact (E-Biz POC)
• Confirm the organization’s SAM registration is active and the “Marketing Partner ID Number (M-PIN)” is current
• Register an Authorized Organization Representative (AOR)
• Obtain a username and password from the Grants.gov Credential Provider

Registration can take at least one month: Start Now!
Application Submission | Registration and How to Apply

For Final Guidance and other application-related information, Go to: www.Grants.gov

Announcement #: HRSA-17-034
CFDA: 93.145

For assistance submitting application, contact Grants.gov
Phone: 1-800-518-4726
E-mail: support@grants.gov
Agency Contacts

You may obtain additional information regarding business, administrative, or fiscal issues related to this FOA by contacting:

- Potie Pettway, Grants Management Specialist
- Attn.: Ryan White HIV/AIDS Program Implementation Center for HIV Clinical Quality Improvement
- Division of Grants Management Operations, OFAM
- Health Resources and Services Administration
- 5600 Fishers Lane
  Rockville, MD 20857
- Telephone: (301)443-1014
- Fax: (301) 443-6686
- E-mail: ppettway@hrsa.gov

Additional information related to the overall program issues and/or technical assistance regarding this funding announcement may be obtained by contacting:

- Marlene Matosky, Nurse Consultant
- Division of Policy and Data Attn: Ryan White HIV/AIDS Program Implementation Center for HIV Clinical Quality Improvement
- HIV/AIDS Bureau
- Health Resources and Services Administration
- 5600 Fishers Lane, Room 09N76B
  Rockville, MD 20857
- Telephone: (301) 443-0798
- Fax: (301) 443-8143
- E-mail: mmatosky@hrsa.gov
Questions?