

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Health Resources and Services Administration**

HIV/AIDS Bureau  
Division of State HIV/AIDS Programs  
Ryan White HIV/AIDS Program

***Ryan White HIV/AIDS Program Part B AIDS Drug Assistance Program  
Training and Technical Assistance Cooperative Agreement***

**Announcement Type: New  
Announcement Number: HRSA-14-083**

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

**FUNDING OPPORTUNITY ANNOUNCEMENT**

Fiscal Year 2014

**Application Due Date: February 26, 2014**

*Ensure your Grants.gov registration and passwords are current immediately!  
Deadline extensions are not granted for lack of registration.  
Registration may take up to one month to complete.*

**Release Date: December 26, 2013**

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Authority: Section 311(c) of the Public Health Service Act, 42 USC 243(c)

## EXECUTIVE SUMMARY

The Health Resources and Services Administration, HIV/AIDS Bureau is accepting applications for fiscal year (FY) 2014 Ryan White HIV/AIDS Program (RWHAP) Part B AIDS Drug Assistance Program (ADAP) Training and Technical Assistance Cooperative Agreement Funding Opportunity Announcement. The purpose of this grant program is to provide technical assistance to Ryan White HIV/AIDS Program Part B ADAP grantees on developing and maintaining comprehensive systems of care, integrated planning, Affordable Care Act (ACA) implementation and to provide technical assistance to ADAPs on the implementation of cost-containment strategies, financial modeling, waitlist management, and ACA implementation.

Funding Opportunity Title:	Ryan White HIV/AIDS Program Part B ADAP Training and Technical Assistance Cooperative Agreement
Funding Opportunity Number:	HRSA-14-083
Due Date for Applications:	February 26, 2014
Anticipated Total Annual Available Funding:	\$427,500.00
Estimated Number and Type of Awards:	1 cooperative agreement
Estimated Award Amount:	Up to \$427,500 per year
Cost Sharing/Match Required:	No
Length of Project Period:	3 years
Project Start Date:	07/01/2014
Eligible Applicants:	Public and nonprofit entities, including faith-based and community based organizations; institutions of higher education; Tribes and tribal organizations are eligible to apply.  [See <a href="#">Section III-1</a> of this FOA for complete eligibility information.]

All applicants are responsible for reading and complying with the instructions included in HRSA's *SF-424 Application Guide*, available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf>, except where instructed in this funding opportunity announcement to do otherwise. A short video for applicants explaining the new *Application Guides* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

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# I. Funding Opportunity Description

## 1. Purpose

This announcement solicits applications for the Ryan White HIV/AIDS Program (RWHAP) Part B AIDS Drug Assistance Program (ADAP) Training and Technical Assistance Cooperative Agreement. The purpose of this funding is to provide technical assistance and training to RWHAP Part B ADAP grantees. The following programmatic focus areas are required for the RWHAP Part B ADAP Training and Technical Assistance Cooperative Agreement. Each applicant will be asked to address activities that correspond to all of the following programmatic areas. The programmatic areas include::

- Developing and maintaining comprehensive systems of care;
- Implementing integrated planning processes;
- Strengthening the capacity to implement and administer insurance continuation programs;
- Conducting analysis and evaluation of health insurance plans, and Medicaid expansion activities for cost effectiveness;
- Implementing an effective ADAP financial forecasting model;
- Implementing effective cost-containment strategies, including participation in the 340B program, Centers for Medicare and Medicaid Services (CMS) data sharing, other program data sharing, and other activities; and
- Preventing the use of waiting lists, but when necessary, implementing and managing wait lists.

The awardee is expected to provide ongoing evaluation of impact of planned and initiated technical assistance activities on a quarterly basis during, and up to a year after the completion of the proposed projects.

The RWHAP Part B ADAPs assist States and Territories in covering the costs of medications to treat HIV disease, insurance continuation for eligible clients, and services that enhance access, adherence, and monitoring of drug treatment. Patient eligibility is determined by the State or Territory and includes verification of HIV status, and that the applicant meets financial and residency eligibility criteria. Financial eligibility is usually determined as a percentage of the FPL. ADAPs are required to recertify client eligibility at least every six months.

This cooperative agreement supports the National HIV/AIDS Strategy (NHAS) goals of: reducing HIV incidence, increasing access to care and optimizing health outcomes, and reducing HIV-related health disparities.

A comprehensive HIV continuum of care includes core medical services and support services that assist persons living with HIV and AIDS (PLWH) in accessing and remaining in care and treatment of HIV infection that is consistent with Department of Health and Human Services (HHS) Treatment Guidelines. Using the guidelines helps ensure access to antiretroviral and other drug therapies, including prophylaxis and treatment of opportunistic infections as well as combination antiretroviral therapies. The current HHS Treatment Guidelines are available at [www.aidsinfo.nih.gov](http://www.aidsinfo.nih.gov).

## 2. Background

This program is authorized by Section 311(c) of the Public Health Service Act, 42 U.S.C. 243(c). The U.S. Department of Health and Human Services (DHHS) administers the Part B ADAP program through the Health Resources and Services Administration (HRSA), the HIV/AIDS Bureau (HAB), Division of State HIV/AIDS Programs (DSHAP). The RWHAP Part B ADAPs assist States and Territories in covering the costs of medications to treat HIV disease, insurance continuation for eligible clients, and services that enhance access, adherence, and monitoring of drug treatment. The Ryan White HIV/AIDS Program (RWHAP) Part B AIDS Drug Assistance Program (ADAP) Training and Technical Assistance Cooperative Agreement provides technical assistance and training to RWHAP Part B ADAP grantees.

### Support Affordable Care Act Implementation

As part of the Affordable Care Act (ACA), the health care law enacted in 2010, several significant changes have been made in the health insurance market that expand options for health care coverage, including those options for people living with HIV/AIDS. The ACA creates new state-based marketplaces, also known as exchanges, to offer millions of Americans access to affordable health insurance coverage. Under the ACA individuals with incomes between 100 to 400 percent Federal Poverty Level (FPL) may be eligible to receive advance payments of premium tax credits and/or cost-sharing reductions to help pay for the cost of enrolling in qualified health insurance plans and for coverage of essential health benefits. In states that choose to participate in the ACA Medicaid eligibility expands to non-disabled adults with incomes of up to 133 percent of FPL providing new coverage options for many individuals who were previously ineligible for Medicaid. In addition, the law requires health plans to cover certain recommended preventative services without cost sharing making health care affordable and accessible for Americans. These health care coverage options may be reviewed at <http://hab.hrsa.gov/affordablecareact/keyprovisions.pdf>.

Outreach efforts are needed to ensure that families and communities understand these new health care coverage options and to provide eligible individuals assistance to secure and retain coverage during the transition and beyond. The HIV/AIDS Bureau recognizes that outreach to and enrollment of Ryan White HIV/AIDS Program (RWHAP) clients into the expanded health insurance coverage is critical. As appropriate and allowable by statute, RWHAP grantees are strongly encouraged to support ACA-related outreach and enrollment activities to ensure that clients fully benefit from the new health care coverage opportunities. For more information on allowable outreach and enrollment activities, please see <http://www.hab.hrsa.gov/affordablecareact/outreachenrollment.html>.

For more information on the marketplaces and the health care law, visit <http://www.healthcare.gov>.

As a part of HAB's ongoing commitment to ensure that the Ryan White HIV/AIDS Program and our clients are prepared for the ACA transition beginning in January 2014, the Bureau compiled helpful information about ways in which grantees can use existing Ryan White budget resources to prepare for full implementation of the new law. The letter and table are posted on the HAB website at: <http://hab.hrsa.gov/affordablecareact/outreachenrollmentbenefitsletter.pdf> and <http://hab.hrsa.gov/affordablecareact/outreachenrollment.html> which provide background and outline service categories by Part that can be used to support outreach, benefits counseling and

enrollment activities of RWHAP clients into private health insurance plans through the Health Insurance Marketplace and into Medicaid in their jurisdiction.

## **Continuum of HIV Care**

Identifying people infected with HIV and linking them to HIV primary care with initiation and long-term maintenance of life-saving antiretroviral treatment (ART) are important public health steps toward the elimination of HIV in the United States. The continuum of interventions that begins with outreach and testing and concludes with HIV viral load suppression is generally referred to as the Continuum of HIV Care or Care Treatment Cascade. The Continuum of HIV Care includes the diagnosis of HIV, linkage to HIV medical care, lifelong retention in HIV medical care, appropriate prescription of ART, and ultimately HIV viral load suppression. The challenge of executing these lifesaving steps is difficult as demonstrated by the data from the Centers for Disease Control and Prevention (CDC), which [estimate that only 25 percent of individuals living with HIV in the United States have complete HIV viral suppression](#). Data from the Ryan White Service Report (RSR) indicates that there are better outcomes in Ryan White funded agencies with [approximately 70% of individuals who received Ryan White funded medical care are virally suppressed](#). Such findings underscore the importance of supporting effective interventions for linking HIV-positive individuals into care, retaining them in care, and helping them adhere to their combination ART regimens.

Ryan White grantees are encouraged to assess the outcomes of their programs along this continuum of care. Grantees should work with community partners to improve outcomes across the Continuum of HIV Care, so that individuals diagnosed with HIV are linked and engaged in care and started on ART as early as possible. HAB has worked with other agencies within the [Department of Health and Human Services to develop performance measures](#) to assist in assessing outcomes along the continuum. HAB encourages grantees to use these [performance measures](#) to assess the efficacy of their programs and to analyze and address the gaps along the Continuum of HIV Care to improve the outcomes of care provided. These efforts are in alignment with and support the goals and objectives of the National HIV/AIDS Strategy.

## **II. Award Information**

### **1. Type of Award**

Funding will be provided in the form of a cooperative agreement. A cooperative agreement, as opposed to a grant, is an award instrument of financial assistance where substantial involvement is anticipated between HRSA and the recipient during performance of the contemplated project.

In addition to the usual monitoring and technical assistance provided under the cooperative agreement, **HRSA Program responsibilities shall include:**

- 1) Collaborating and participating in the design, direction, and evaluation of activities;
- 2) Participating in the selection and review of evaluation mechanisms;
- 3) Contributing to, reviewing and editing written documents including training curriculum, publications, and other resources;
- 4) Providing ongoing input and collaboration in the management and technical performance of activities; and

- 5) Ensuring integration into HAB programmatic and data reporting efforts.

**The cooperative agreement recipient's responsibilities shall include:**

- 1) Developing and collaborating with HRSA HAB on the design, direction, and evaluation of activities, including analytical approaches to the types of training and technical assistance needed and the delivery of the training and technical assistance activities;
- 2) Designing and delivering training and technical assistance to maximally assist RWHAP Part B ADAP grantees in the following areas:
  - Developing and maintaining comprehensive systems of care;
  - Implementing integrated planning processes;
  - Strengthening the capacity to implement and administer insurance continuation programs;
  - Conducting analysis and evaluation of health insurance plans, and Medicaid expansion activities for cost effectiveness;
  - Implementing an effective ADAP financial forecasting model;
  - Implementing effective cost-containment strategies, including participation in the 340B program, Centers for Medicare and Medicaid Services (CMS) data sharing, other program data sharing, and other activities; and
  - Preventing the use of waiting lists, but when necessary, implementing and managing wait lists..
- 3) Jointly working with assigned HAB project officer and other HRSA staff as necessary to plan, execute and evaluate those activities;
- 4) Working with HAB to analyze and modify activities as necessary in keeping with the changing trends and needs of the Ryan White Program, and the health care environment.

## **2. Summary of Funding**

This program will provide funding during Federal fiscal years 2014 – 2016. Approximately \$427,500 is expected to be available annually to fund one (1) grantee. The actual amount available will not be determined until enactment of the final FY 2014 Federal budget. This program announcement is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds can be awarded in a timely manner. Applicants may apply for a ceiling amount of up to \$427,500 per year. The project period is three (3) years. Funding beyond the first year for the “Ryan White HIV/AIDS Program Part B ADAP Training and Technical Assistance Cooperative Agreement” is dependent on the availability of appropriated funds in subsequent fiscal years, grantee satisfactory performance, and a decision that continued funding is in the best interest of the Federal Government.

## **III. Eligibility Information**

### **1. Eligible Applicants**

Eligible applicants under this cooperative agreement include public and nonprofits entities, faith-based and community based organization's, and institutions of higher education; Tribes and tribal organizations are eligible to apply.

## 2. Cost Sharing/Matching

Cost Sharing/Matching is not required for this program.

## 3. Other

Applications that exceed the ceiling amount will be considered non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be considered non-responsive and will not be considered for funding under this announcement.

NOTE: Multiple applications from an organization are not allowable.

## IV. Application and Submission Information

### 1. Address to Request Application Package

HRSA *requires* applicants for this funding opportunity announcement to apply electronically through Grants.gov. Applicants must download the SF424 application package associated with this funding opportunity following the directions provided at [Grants.gov](https://www.grants.gov).

### 2. Content and Form of Application Submission

Section 4 of HRSA's [SF-424 Application Guide](#) provides instructions for the budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the Application Guide in addition to the program specific information below. All applicants are responsible for reading and complying with the instructions included in HRSA's [SF-424 Application Guide](#) except where instructed in the funding opportunity announcement to do otherwise.

#### **Application Page Limit**

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 this FOA. Standard OMB-approved forms are NOT included in the page limit. **We strongly urge you to print your application to ensure it does not exceed the specified page limit.**

**Applications must be complete, within the specified page limit, and submitted prior to the deadline to be considered under the announcement.**

#### **Program-specific Instructions**

In addition to application requirements and instructions in Section 4 of HRSA's [SF-424 Application Guide](#) (including the budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract), please include the following.

*i. Project Abstract*

See Section 4.1.ix of HRSA's [SF-424 Application Guide](#).

*ii. 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.

Use the following section headers for the Narrative:

- **INTRODUCTION** -- *Corresponds to Section V's Review Criterion #1(NEED)*  
This section should briefly describe the applicant's qualifications for this FOA and briefly summarize how the applicant is proposing to address the activities listed in the Background section in the Programmatic Focus Areas and Expectations for the Training and Technical Assistance Project.

The applicant should specifically describe: the level/extent of experience providing training and technical assistance to the State Health Departments' Ryan White HIV/AIDS Part B ADAP programs; national leadership experience working with State Health Departments' Ryan White HIV/AIDS Part B ADAP programs on National HIV/AIDS Strategy goals; and experience promoting communication between state health departments and federal HIV/AIDS programs on Ryan White HIV/AIDS Part B ADAP.

Applicants must address activities that correspond to all of the following programmatic areas:

- Developing and maintaining comprehensive systems of care;
  - Implementing integrated planning processes;
  - Strengthening the capacity to implement and administer insurance continuation programs;
  - Conducting analysis and evaluation of health insurance plans, and Medicaid expansion activities;
  - Implementing an effective ADAP financial forecasting model;
  - Implementing effective cost-containment strategies, including participation in the 340B program, CMS data sharing, other program data sharing, and other activities; and
  - Preventing the use of waiting lists, but when necessary, implementing and managing wait lists.
- **NEEDS ASSESSMENT** -- *Corresponds to Section V's Review Criterion #1 (NEED)*  
The applicant should describe their experience in conducting needs assessments with State Health Department Ryan White Part B ADAP Programs, including the results and data from those needs assessments. Specific information regarding needs assessments related to the programmatic activities should be included here.
    - Developing and maintaining comprehensive systems of care;
    - Implementing integrated planning processes;
    - Strengthening the capacity to implement and administer insurance continuation programs;

- Conducting analysis and evaluation of health insurance plans, and Medicaid expansion activities for cost effectiveness;
- Implementing an effective ADAP financial forecasting model;
- Implementing effective cost-containment strategies, including participation in the 340B program, Centers for Medicare and Medicaid Services (CMS) data sharing, other program data sharing, and other activities; and
- Preventing the use of waiting lists, but when necessary, implementing and managing wait lists.

▪ ***METHODOLOGY*** -- *Corresponds to Section V's Review Criterion #3(EVALUATIVE MEASURES)*

The applicant should describe the methods that will be used to meet each of the previously described activities and expectations in this cooperative agreement announcement. Discuss why the methodology chosen is appropriate for this project. The description should include how effective tools, collaboration with other partners, and technical assistance and training modalities will be used to achieve the activities in the Purpose section.

▪ ***WORK PLAN*** -- *Corresponds to Section V's Review Criterion #2 (RESPONSE)*

The applicant should describe the action steps that will be used to provide training and technical assistance activities. The applicant should explain how required reporting is to be incorporated into the project.

These activities are:

- Developing and maintaining comprehensive systems of care;
- Implementing integrated planning processes;
- Strengthening the capacity to implement and administer insurance continuation programs;
- Conducting analysis and evaluation of health insurance plans, and Medicaid expansion activities for cost effectiveness;
- Implementing an effective ADAP financial forecasting model;
- Implementing effective cost-containment strategies, including participation in the 340B program, Centers for Medicare and Medicaid Services (CMS) data sharing, other program data sharing, and other activities; and
- Preventing the use of waiting lists, but when necessary, implementing and managing wait lists.

The applicant should submit a work plan, preferably in a table format, that corresponds with the work plan narrative and include as Attachment 1. The work plan, preferably in table format, should indicate each project activity, action steps, intended target population, measurable outcome, target end dates and the person(s) responsible for each step. The work plan must include goals, objectives and outcomes that are SMART (specific, measurable, achievable, realistic, and time measurable). Applicants are asked to include appropriate milestones (e.g., a significant or important event in the grant budget period) and any products to be developed.

- **RESOLUTION OF CHALLENGES** -- Corresponds to Section V's Review Criterion #2 (RESPONSE)

The applicant should discuss challenges that are likely to be encountered in designing and implementing the activities described in the Work Plan, and approaches that will be used to resolve such challenges.

- **EVALUATION AND TECHNICAL SUPPORT CAPACITY** -- Corresponds to Section V's Review Criteria #3 and 4 (EVALUATIVE MEASURES and IMPACT)

The applicant should describe an evaluation plan for the training and technical assistance activities provided in the work plan. The description should include how the organization will collect and manage data (e.g., assigned skilled staff, data management software) to measure process and impact/outcomes and how the data will be used to inform program development. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

- **ORGANIZATIONAL INFORMATION** -- Corresponds to Section V's Review Criterion #5 (RESOURCES AND CAPABILITIES)

The applicant should provide information on the application organization's current mission and structure, scope of current activities, and an organizational chart (Attachment 5). The information should describe:

- The organization's experience, including length of time, providing technical assistance and trainings to the State Health Departments' Ryan White HIV/AIDS Part B ADAP programs;
- The organization's experience at the national level working with State Health Departments Ryan White HIV/AIDS Part B ADAP on National HIV/AIDS Strategy goals;
- The organizations experience promoting communication between state health departments and federal HIV/AIDS programs on Ryan White HIV/AIDS Part B ADAP;
- The expertise of staff as it relates to the scope of work proposed;
- How expertise of staff all contribute to the ability of the organization to conduct the program requirements and meet program expectations;
- The organization's capacity and specific areas of organizational expertise;
- Collaborative efforts with other pertinent and/or subcontracted agencies;
- Past performance managing collaborative federal grants at the national level, including percentage of deliverables completed within each federal fiscal year for the past two completed fiscal years;
- The estimated percentage of total agency budget that funding for this cooperative agreement will comprise, and note other sources of funding the applicant organization receives

### **iii. Budget and Budget Justification Narrative**

See Section 4.1.iv and v. of HRSA's [SF-424 Application Guide](#)

The General Provisions in Division F, Title V of the Consolidated Appropriations Act, 2012 (P.L. 112-74) and continued through the *Consolidated and Further Continuing Appropriations Act, 2013 (P. L. 113-6)*, apply to this program. These provisions include a

salary rate limitation. Please see Section **4.1.iv Budget – Salary Limitation** of HRSA’s [SF-424 Application Guide](#) for additional information.

The Ryan White Part B ADAP Training and Technical Assistance program does not require additional information.

**iv. Attachments**

Please provide the following items in the order specified below to complete the content of the application. Please note that these are supplementary in nature, and are not intended to be a continuation of the project narrative. Unless otherwise noted, attachments count toward the application page limit. **Each attachment must be clearly labeled.**

*Attachment 1: Work Plan (Preferably in table format)*

Attach the Work Plan for the project that includes all information detailed in Section IV. 2. ii. Project Narrative.

*Attachment 2: Staffing Plan and Job Descriptions for Key Personnel (see Section 4.1. of the HRSA’s [SF-424 Application Guide](#))*

Keep each job description to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff.

*Attachment 3: Biographical Sketches of Key Personnel*

Include biographical sketches for persons occupying the key positions described in Attachment 2, not to exceed two pages in length. In the event that a biographical sketch is included for an identified individual who is not yet hired, please include a letter of commitment from that person with the biographical sketch.

*Attachment 4: Letters of Agreement and/or Description(s) of Proposed/Existing Contracts (project specific)*

Provide any documents that describe working relationships between the applicant organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual agreements should clearly describe the roles of the contractors and any deliverable. Letters of agreement must be dated.

*Attachment 5: Project Organizational Chart*

Provide a one-page figure that depicts the organizational structure of the project.

*Attachment 6: Tables, Charts, etc.*

To give further details about the proposal (e.g., Gantt or PERT charts, flow charts, etc.)

*Attachments 7 – 15: Other Relevant Documents*

Include here any other documents that are relevant to the application, including letters of support. Letters of support must be dated and specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.) List all other support letters on one page.

### **3. Submission Dates and Times**

#### **Application Due Date**

The due date for applications under this funding opportunity announcement is *February 26, 2014 at 11:59 P.M. Eastern Time*.

### **4. Intergovernmental Review**

Ryan White Part B ADAP Training and Technical Assistance Cooperative Agreement is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100.

See Section 4.1 ii of HRSA's [SF-424 Application Guide](#) for additional information.

### **5. Funding Restrictions**

Applicants responding to this announcement may request funding for a project period of up to three (3) years, at no more than \$427,500 per year. Awards to support projects beyond the first budget year will be contingent upon Congressional appropriations, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

Funds under this announcement may not be used for the following purposes:

- Provision of direct healthcare,
- To purchase or improve land,
- To purchase, construct, or permanently improve, other than minor remodeling, any building or other facility.

The General Provisions in Division F, Title V of the Consolidated Appropriations Act, 2012 (P.L. 112-74) and continued through the *Consolidated and Further Continuing Appropriations Act, 2013 (P. L. 113-6)*, and the Continuing Appropriations Act, 2014 (P.L. 113-46), including the Salary Limitation, apply to this program. Please see Section 4.1 of HRSA's [SF-424 Application Guide](#) for additional information.

## **V. Application Review Information**

### **1. Review Criteria**

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Critical indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring points. Applicants should pay strict attention to addressing all these criteria, as they are the basis upon which the reviewers will evaluate their application.

Review Criteria are used to review and rank applications. The RWHAP Part B ADAP Training and Technical Assistance Cooperative Agreement has six (6) review criteria:

**Criterion 1: NEED (20 points) – Corresponds to Section IV’s 2.ii. Introduction and Needs Assessment**

The extent to which the application describes the problem and associates contributing factors to the problem.

- The strength of the applicant’s outline on how the project will provide training and technical assistance to RWHAP Part B ADAP grantees on developing and maintaining a comprehensive system of care.
- The extent to which the applicant provides a complete description of their expertise and knowledge/skill in conducting needs assessments related to technical assistance for RWHAP Part B ADAP grantees, including the results and data from those needs assessments.
- The extent to which the applicant fully describes the proposed methods to be used in assessing best practices for technical assistance needs of RWHAP Part B ADAP grantees.
- The extent to which the applicant will provide technical assistance to assist RWHAP Part B ADAP grantees for the activities outlines in the Purpose section.

**Criterion 2: RESPONSE (25 points) – Corresponds to Section IV’s 2.ii. Work Plan and Resolution of Challenges**

➤ *Work Plan (15 points):*

- The strength of the work plan in fully describing the action steps that will be used to achieve each of the activities proposed during the project.
- The extent to which an applicant provides a clear and detailed explanation of how the action steps will provide training and technical assistance to the RWHAP Part B ADAP grantees.
- The extent to which the applicant’s work table corresponds to the work plan narrative.
- The strength of the work plan as evidence by measurable goals, objectives and outcomes that are SMART (specific, measurable, achievable, realistic, and time measureable) with milestones, products to be developed and a timeline for assessment of the project as outlined.

➤ *Resolution of Challenges (10 points):*

- The extent to which the applicant clearly describes the challenges likely to be encountered in designing and implementing the activities described in the needs assessment and work plan sections.
- The extent to which the applicant fully describes approaches that will lead to resolution of stated challenges.
- The extent to which the applicant fully describes challenges encountered in implementing similar work plans and how they were resolved.

**Criterion 3: EVALUATIVE MEASURES (20 points) – Corresponds to Section IV’s 2.ii. Methodology and Evaluation and Technical Support Capacity.**

- The extent to which the applicant describes the method(s) proposed to monitor and evaluate the project results.
- The extent to which the evaluative measures will be able to assess: 1) to what extent the program objectives have been met, and 2) to what extent these can be attributed to the project.

**Criterion 4: IMPACT (15 points) – Corresponds to Section IV’s 2.ii. Evaluation and Technical Support Capacity**

- The extent to which the applicant provides a description of a clear and detailed plan to evaluate if the objectives for the project have been met.
- The extent to which the applicant provides a complete, detailed and effective plan to assess, evaluate and monitor the project goals and objectives including a description of methods to collect data.

**Criterion 5: RESOURCES/CAPABILITIES (15 points) – Corresponds to Section IV’s 2.ii. Organizational Information**

- The extent to which the applicant clearly describes the agency’s mission, structure, including an organizational chart (Attachment 5), scope of current activities and how they contribute to the ability of the organization to conduct program requirements and meet program expectations.
- The strength of the staffing plan and extent to which the expertise of program staff relates to the scope of the activities in correlation to the budget and budget justification.
- The extent to which the applicant demonstrates experience in managing collaborative federal grants at the national level, including percentage of deliverables completed within each federal fiscal year for the past two completed fiscal year.
- The extent to which the applicant provides a detailed scope of work that is nationally focused and demonstrates expertise in nationwide collaborative with federal agencies and national organizations.
- The extent to which the applicant demonstrates extensive experience of staff in developing and providing technical assistance to State Health Departments RWHAP Part B ADAP Programs.
- The extent to which the applicant fully describes the level of the organization’s national experience working with State Health Departments Ryan White HIV/AIDS Part B ADAP on National HIV/AIDS Strategy goals.
- The extent to which the applicant clearly describes their experience promoting communication between state health departments and federal HIV/AIDS programs on Ryan White HIV/AIDS Part B ADAP.

**Criterion 6: SUPPORT REQUESTED (5 points) – Corresponds to Section IV’s iii. Budget and Budget Justification Narrative**

- The extent to which costs, as outlined in the budget and required resources sections, are reasonable given the scope of work.
- The extent to which key personnel have adequate time devoted to the project to achieve project objectives. The extent to which the budget justification clearly explains each line item in relation to the proposed activities.
- The extent to which the applicant provides clear information on the percentage of their total agency budget to be used and any other sources of funding received by the organization for this project.

## **2. Review and Selection Process**

Please see section 5.3 of the HRSA’s [SF-424 Application Guide](#).

### **3. Anticipated Announcement and Award Dates**

It is anticipated that awards will be announced prior to the start date of July 1, 2014.

## **VI. Award Administration Information**

### **1. Award Notices**

The Notice of Award will be sent prior to the start date of July 1, 2014. See Section 5.4 of HRSA's [SF-424 Application Guide](#) for additional information.

### **2. Administrative and National Policy Requirements**

See Section 2 of HRSA's [SF-424 Application Guide](#).

### **3. Reporting**

The successful applicant under this funding opportunity announcement must comply with Section 6 of HRSA's [SF-424 Application Guide](#) and the following reporting and review activities:

**Progress Report(s).** The awardee must submit a progress report to HRSA on a semi-annual basis. Further information will be provided in the award notice.

## **VII. Agency Contacts**

Applicants may obtain additional information regarding business, administrative, or fiscal issues related to this funding opportunity announcement by contacting:

Karen Mayo  
Grants Management Specialist  
HRSA Division of Grants Management Operations, OFAM  
Parklawn Building, Room 11A-13  
5600 Fishers Lane  
Rockville, Maryland 20857  
Telephone: (301) 443-3555  
Fax: (301) 594-4073  
E-mail: [KMayo@hrsa.gov](mailto:KMayo@hrsa.gov)

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

Heather Hauck, MSW, LICSW  
Director, Division of State HIV/AIDS Programs  
HIV/AIDS Bureau, HRSA  
Parklawn Building, Room 7A-15  
5600 Fishers Lane

Rockville, MD 20857  
Telephone: (301) 443-6745  
Fax: (301) 443-8143  
Email: [hhauck@hrsa.gov](mailto:hhauck@hrsa.gov)

Applicants may need assistance when working online to submit their application forms electronically. Applicants should always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, seven days a week, excluding Federal holidays at:

Grants.gov Contact Center  
Telephone: 1-800-518-4726 (International Callers, please dial (606)-545-5035  
E-mail: [support@grants.gov](mailto:support@grants.gov)  
iPortal: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

Successful applicants/awardees may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting information in HRSA's EHBs, contact the HRSA Call Center, Monday-Friday, 9:00 a.m. to 5:30 p.m. ET:

HRSA Contact Center  
Telephone: (877) 464-4772  
TTY: (877) 897-9910  
E-mail: [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV)

## **VIII. Tips for Writing a Strong Application**

See section 4.7 of HRSA's [SF-424 Application Guide](#).