

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

HIV/AIDS Bureau
Division of Community Based Programs

***HIV Early Intervention Services (EIS) Program
Existing Geographic Service Areas (EISEGA)***

Announcement Type: New and Competing Continuation
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FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2012

Application Due Date: January 31, 2012

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Deadline extensions are not granted for lack of registration.
Registration may take up to one month to complete.*

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I. Funding Opportunity Description

1. Purpose

The Department of Health and Human Services (DHHS), Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB) announces this funding opportunity for competing Part C Early Intervention Services (EIS) to support outpatient HIV early intervention and primary care services. These services target low-income, medically underserved people living with HIV/AIDS.

The purpose of the Ryan White HIV/AIDS Part C Program is to provide HIV primary care in the outpatient setting. Applicants must propose to provide a comprehensive continuum of outpatient HIV primary care services in the targeted area including: 1) HIV counseling, testing, and referral; 2) medical evaluation and clinical care; 3) other primary care services; and 4) referrals to other health services. Primary care for persons with HIV disease should start as early in the course of the infection as possible. However, entry into a Part C EIS program may take place at any point in the spectrum of the disease or the patient's lifespan.

As established in section 2651 of the PHS Act, and according to the terms and conditions of these awards, a Part C program grantee must expend grant funds to provide HIV primary medical care in a proposed service area. These services must be reflected in the budget. Staff positions such as nurses, medical assistants and dental hygienists can be included in the budget when the position proportionately complements HIV primary medical care providers, such as physicians, dentists, physician assistants, or nurse practitioners for the Part C program. Accordingly, a Ryan White HIV/AIDS program Part C budget must reflect a medical model of care in which providers can *assess, treat and refer*, as applicable. Providers must be authorized, via credentialing and licensure, to prescribe medications, order medically indicated tests/exams, interpret symptoms, treat, and meet HHS guidelines. As established in section 2693 of the PHS Act, the Minority AIDS Initiative (MAI) is intended to address the disproportionate impact that HIV/AIDS has on racial and ethnic minorities and to address the disparities in access, treatment, care, and outcomes for racial and ethnic minorities, including African Americans, Alaska Natives, Hispanic/Latinos, American Indians, Asian Americans, Native Hawaiians, and Pacific Islanders. MAI funding is designated as part of the base award for applicants who meet the description below.

Minority AIDS Initiative (MAI)

The goal of the MAI is to help reduce the disproportionate impact of HIV/AIDS and address disparities by:

- Increasing the number of persons from racial and ethnic minority populations receiving HIV care, and
- Increasing the number of persons from racial and ethnic minority populations who stay in care.

MAI funds are granted to health care organizations that provide culturally and linguistically appropriate care and services to racial and ethnic minorities. Funded Part C EIS programs either have applied for (elected) MAI funds or have been assigned funds under the MAI. Elected MAI funds are awarded for a program, budget, and work plan that the grantee presented as part of its competing application. Assigned MAI funds are those designated to grantees by the

HRSA/HAB Division of Community Based Programs (DCBP), which administers the Part C EIS program. This assignment is based on the percentage of the population served or proposed to be served from racial/ethnic minority communities.

The amount of MAI funds awarded is noted under the grant specific terms section of the Notice of Award (NoA) which establishes the final funding for the budget period.

Your program should ensure patients have the opportunity to actively participate in decision-making about their personal health care regimen.

Part C EIS Program Requirements and Expectations

Required Services

The following primary care services must be provided to all persons living with HIV/AIDS, whether on-site or at another facility:

HIV counseling, testing, referral, and partner counseling services

HIV counseling, testing, referral, and partner counseling should be available for your high risk targeted service population but Part C funding for these services should not duplicate services from other sources, if these are available and accessible to your target population(s). Instead, linkages and formal referral mechanisms should be established with these programs to ensure follow-up and evaluation for those persons identified as HIV-positive. Part C funding should not be used for routine HIV testing in general patient populations or generic efforts such as health fairs.

If HIV counseling, testing, referral, and partner counseling are provided directly by your program, these services must comply with provisions stipulated by the Department of Health and Human Services (DHHS) in accordance with Sections 2661, 2662 and 2663 of the Ryan White HIV/AIDS Program. The Revised Guidelines for Counseling, Testing, and Referral are available at: <http://aidsinfo.nih.gov/>. Your program also must agree to assure the confidentiality of patient information in compliance with applicable Federal, State, and local law.

Medical evaluation and clinical care

Medical evaluation and clinical care include CD4 cell monitoring, viral load testing, antiretroviral therapy, prophylaxis and treatment of opportunistic infections, malignancies and other related conditions, routine immunizations, prevention of perinatal transmission, and patient education, including linkage to prevention services.

Funded programs must offer individuals a comprehensive continuum of HIV care including primary medical care and, when applicable, perinatal care. At a minimum, your program, in accordance with the latest HHS guidelines, should provide periodic medical evaluations; appropriate treatment of HIV infection; and prophylactic and treatment interventions for complications of HIV infection, including opportunistic infections, opportunistic malignancies and other AIDS defining conditions. Your program also must provide for a system to confirm the presence of HIV infection, and must provide tests to diagnose the extent of deficiency in the immune system. Individuals must have access to ongoing prevention services while other treatment is being administered. The system of care must provide appropriate diagnostic and therapeutic measures for preventing and treating the deterioration of the immune system and related conditions, conforming to the most recent clinical care protocols. Your program must also have a system in place for after-hours and weekend clinical coverage for medical and dental

services.

Your program is required to have a plan for handling referrals for enrollment in clinical trials offered by biomedical research facilities or community-based organizations that conduct HIV-related clinical trials. For information on these protocols call the AIDS Clinical Trials Information Service at 1-800-HIV-0440 or visit the AIDSinfo website at <http://www.aidsinfo.nih.gov>.

Tuberculosis, Hepatitis B and C, and sexually transmitted infections (STI) evaluation and treatment are indispensable components of an HIV primary care program. To the extent that a service area or sub-population within the service area is experiencing accelerating case rates of tuberculosis, Hepatitis B and C, or STIs, HIV programs should develop diagnosis, prophylaxis, and treatment services. For example, tuberculosis screening should be routine follow-up for all patients diagnosed as HIV-positive.

To ensure consistency and continuity of care, your program's clinical staff should track and coordinate all inpatient care and referrals. Staff should develop plans for the resumption of the patient's care at your program once discharged from the hospital.

In the face of rapidly changing clinical management of HIV disease, continuing education opportunities must be provided to EIS program staff to ensure they remain abreast of clinical advances and adjust clinical protocols accordingly. In addition, your program must implement and practice recommendations as presented in the following HHS guidelines. The following publications are available on-line at <http://www.aidsinfo.nih.gov/> or may be obtained by calling: 1-800-HIV-0440.

- Guidelines for the Use of Antiretroviral Agents in HIV-1-Infected Adults and Adolescents
- Guidelines for the Prevention and Treatment of Opportunistic Infections in HIV-Infected Adults and Adolescents
- Guidelines for the Use of Antiretroviral Agents in Pediatric HIV Infection
- Recommendations for the Use of Antiretroviral Drugs in Pregnant HIV-Infected Women for Maternal Health *and* Interventions to Reduce Perinatal HIV Transmission in the U.S.

Patients should be involved and fully educated about their medical needs and treatment options within the standards of medical care. A document describing patient rights and responsibilities should be posted in a prominent place within the facility, and policies should be reviewed with each patient at intake. The policies and posted document should clearly describe the recourse a patient has if he/she is dissatisfied with the care provided.

Other primary care medical services

In addition to providing each patient with a thorough medical evaluation and related clinical care, your program should ensure, directly or via referral, access to oral health care, adherence counseling, outpatient mental health care, outpatient substance abuse treatment, nutritional services and specialty medical care, as described below. If you are unable to provide any of these services on-site, your program must establish and demonstrate formal arrangements, such as contracts or memoranda of understanding with appropriate providers. It is recommended that all practitioners for these services have experience working with the target population and with HIV.

- **Oral Health:** Grant funds may be used to support the provision of oral health services by general dental practitioners, dental specialists, dental hygienists, and other trained dental providers at on-site facilities. You also may use these funds to secure or subsidize such services obtained off-site by referral. Funding may also be available through Part A, Part B and Part D-supported programs in your area. If a HRSA-supported HIV/AIDS Dental Reimbursement Program or Community-Based Dental Partnership Program exists in your service area, document efforts to collaborate with that program. A list of HRSA supported HIV/AIDS Dental Reimbursement awards is available on-line at: <http://hab.hrsa.gov/abouthab/special/dental2010.html>.
- **Adherence:** Successful adherence programs are most effective when they use a multi-disciplinary approach. Your adherence program might include readiness assessments, patient education, adherence monitoring and counseling.
- **Outpatient Mental Health:** Outpatient mental health services include screening, assessment, diagnosis, and treatment. Optimal mental health treatment requires a multidisciplinary approach involving primary care or specialty physicians and mental health professionals who are trained, experienced, and/or certified in the field.
- **Substance Abuse Services:** Outpatient substance abuse services include screening, assessment, diagnosis, and treatment. Optimal substance abuse treatment requires a multidisciplinary approach involving primary care or specialty physicians and substance abuse professionals who are trained, experienced, and/or certified in the field.
- **Nutritional Services:** Nutritional services include: screening, nutrition education and/or counseling, dietary/nutritional evaluation, and nutritional supplements, optimally provided by a registered dietitian or licensed nutritionist. Nutritional services may be provided in individual and/or group setting.
- **Specialty Care:** Clients must have access to specialty and subspecialty care. Such services include oncology, dermatology, ophthalmology, gynecology, gastroenterology, and pulmonary.

Prevent new infections by working with persons diagnosed with HIV and their partners

You are encouraged to incorporate the *“Recommendations for Incorporating HIV Prevention into Medical Care of Persons Living with HIV”* into your clinical program. These recommendations were developed jointly by the Centers for Disease Control and Prevention (CDC), the Health Resources and Services Administration (HRSA), the National Institutes of Health (NIH), and the HIV Medicine Association (HIVMA) of the Infectious Diseases Society of America (IDSA) (Morbidity and Mortality Weekly Report July 18, 2003, Volume 52, Number RR-12).

Recommendations for Incorporating HIV Prevention into Medical Care of Persons Living with HIV provide rationale and guidance for making risk screening, STI screening, and prevention messages part of the routine medical care you deliver to patients with HIV infection. Please see <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5212a1.htm>. As health care providers, you are in a unique position to help persons living with HIV/AIDS stop the spread of HIV. Because physicians, nurses, nurse practitioners, and physician assistants have a strong influence on patients’ behavior, you can positively impact health issues by screening for STIs, delivering brief

prevention messages, and asking patients about risk behaviors, in ways that are culturally and linguistically appropriate, during patient visits. Health care providers can help to reduce the number of new HIV infections and impact the HIV epidemic by:

- **Screening patients for behavioral risk** through interviews or questionnaires regarding sexual and needle-sharing behaviors and screening for STIs and pregnancy.
- **Offering behavioral interventions** to change knowledge, attitudes, and behaviors to reduce personal risk of transmitting or acquiring other STDs. These might include posters and brochures in waiting and exam rooms; verbal discussions with patients supplemented by written materials; condoms readily accessible in the clinic; and referral to other persons or organizations providing services such as substance abuse treatment.
- **Providing partner counseling and referral services (PCRS)**, including partner notification, as described above. Such services can help the sex and needle-sharing partners of HIV-infected patients learn their HIV status and take steps to avoid becoming infected (or, if infected, to avoid infecting others) and gain earlier access to medical evaluation, treatment, and other services.

Copies of the recommendations can be ordered by calling the National Prevention Information Network (NPIN) at (800) 458-5231 or visiting the NPIN Website at <http://www.cdcnpin.org>.

Support Services

When funds are not available from other sources, EIS programs may use Part C EIS funds to provide support services necessary for HIV infected persons to achieve their HIV medical outcomes. To request funding for these services, justify why they cannot be purchased using other funding sources. Other program services include:

- **Outreach** to: a) those who may be at high risk of contracting the disease and need referral for counseling and testing; b) those who may have HIV in order to explain the benefits of early intervention and link them into care; and c) providers to make them aware of the availability and benefits of EIS services
- **Non-medical case management** to persons infected with HIV to access support services such as housing, food pantry, and transportation
- **Consumer transportation for medical care**
- **Translation**
- **General health education materials**
- **Respite Care**

Outreach and case management services may not be duplicative of other existing and accessible community resources. They must be coordinated with the outreach and case management activities funded under Part A, Part B, or Part D of the Ryan White HIV/AIDS Program, or any other funding source. Outreach must be consistent with HAB Policy Notice 07-06: Use of Ryan White HIV/AIDS Program Funds for Outreach Services, available on the web at

<http://hab.hrsa.gov/manageyourgrant/pinspals/outreach.html>

Although you are not required to provide outreach services, you must have a plan for identifying and linking people at high risk for HIV into counseling and testing and linking those living with HIV into care at your program.

Referral System

Your program must have a system in place for referring patients, both insured and uninsured, to health and social services and for following up on those referrals. You may use Part C EIS funds to create and implement a referral process, and for related evaluation, diagnostic, and treatment services. Your system should include a referral mechanism for specialty and subspecialty care. **However, because the emphasis of Part C EIS funding is for primary medical care, Part C EIS funds should not be used for specialty consultations and treatment at the expense of providing basic HIV primary care services.**

Your referral system must include a process for tracking and monitoring referrals, for all patients. Your system also should have a mechanism in place for documenting the results of the referral from the providers of health and support services to which patients are referred.

Coordination and Linkages to Other HIV Programs

Optimum patient care results when grantees are knowledgeable about and coordinate with all available and accessible community resources. These resources may include federally-funded and non-federally-funded programs such as homeless, housing, substance abuse treatment, mental health treatment and other supportive services. Your proposed program must:

- **Be consistent with the Statewide Coordinated Statement of Need (SCSN).**
- **Agree to participate in the ongoing revisions of the SCSN.**

A copy of the SCSN can be obtained from your State's Ryan White HIV/AIDS Program Part B Director. In addition, your program is required to coordinate services with other providers of health care services funded by the Ryan White HIV/AIDS Program including Part A, Part B, Part C EIS, Part D, Special Projects of National Significance, AIDS Education and Training Centers, the Dental Reimbursement Program, and the Community Based Dental Partnership Program. If your organization is located in an Eligible Metropolitan Area (EMA) or a Transitional Grant Area (TGA), you are encouraged to participate in the activities of the Ryan White HIV/AIDS Program Part A Planning Council. Applicants must demonstrate that they have coordinated with and not duplicated Part A services. If your program is located in a State/territory that has created a Part B HIV Care Consortium, you must make reasonable efforts to participate in that consortium. If your program is located near existing Part C EIS funded programs, you are expected to demonstrate that your program does not duplicate services provided in your service area and target population. You also are expected to coordinate and collaborate with other Part C EIS programs. If your program is located in the service area of an existing Part D program, you are expected to collaborate and coordinate services for women, infants, children and youth. A listing of Ryan White HIV/AIDS Program grantee contact information can be found at <http://hab.hrsa.gov/gethelp/granteecontacts.html>

You are expected to collaborate with ongoing HIV prevention activities and establish formal linkages for referrals of HIV-positive individuals for care. You are also expected to collaborate with Community Health Centers and other publicly funded primary care services, mental health and substance abuse treatment services including those funded by the Substance Abuse and Mental Health Services Administration (SAMHSA), and research programs including those funded by the National Institutes of Health (NIH).

Program Evaluation

Your program is required to develop an evaluation strategy with outcome measures that demonstrate achievement of your program goals and objectives and the impact of the program.

You are required to have an information system that has the capacity to manage and report the following administrative, fiscal, and clinical data:

- The number of individuals provided early intervention services/primary medical care.
- Demographic data on the clients receiving services.
- Epidemiological data on the population receiving services, including the extent of new TB infections, active TB cases, and multi-drug resistant tuberculosis (MDR-TB).
- Exposure and diagnostic categories on the population receiving services.
- The number of HIV infected individuals and the CDC classification of their disease.
- The extent to which the costs of HIV-related health care are paid by third party payers.
- The average costs of providing each category of early intervention service/primary care.
- The aggregate totals for each category of data.

Routinely analyzing these data will assist you in making programmatic or fiscal adjustments that will benefit your program and patients. In addition, you will utilize these data when you write the Progress Report of your annual non-competing grant application and submit the annual Ryan White HIV/AIDS Program Services Report (RSR) that is due each March.

Medicaid Participation

Your program must be a participating Medicaid-certified provider for all services that are covered under your State plan, and must have a provider number from that State. If you subcontract with a public or private entity to provide Medicaid reimbursable services, that entity must also be a participating Medicaid-certified provider. If you or a subcontractor does not impose a charge or accept reimbursement for health services from any third party, HAB may grant a waiver of this requirement. Submit the waiver request as part of your grant application.

Grantees and their contractors are expected to vigorously pursue Medicaid enrollment for individuals who are likely eligible for Medicaid coverage, seek payment from Medicaid when they provide a Medicaid covered service for Medicaid beneficiaries and also back bill Medicaid for Ryan White Program-funded services provided for all Medicaid eligible clients upon determination. If a grantee, subgrantee or contractor wishes to utilize Ryan White Program grant funds for client services that are both eligible for third party reimbursement and grant funding, the grantee, sub-grantee, or contractor must have a system in place to bill and collect from the appropriate third party payers. *Third party sources include Medicaid, Children's Health Insurance Programs (CHIP), Medicare (including the Part D prescription benefit) and private insurance. The Ryan White HIV/AIDS Program is the payer of last resort, and grantees must ensure that alternate sources of payment are pursued.*

If your State or local government requires a license or certification before clinical services can be provided, provide documentation that you are licensed to provide such services.

Patient Payment for Services

Your program must develop consistent and equitable policies and procedures related to verification of patients' financial status, implementation of a sliding fee scale, and ensuring a cap on patient charges for HIV-related services. In order to comply with these requirements, your program may need to provide additional staff training, develop patient education materials, and/or place notices in patient waiting rooms and reception areas.

- **Sliding Fee Scale:** Clients cannot be denied primary care if they are not able to pay for

services. Part C EIS programs must provide a system to discount patient payment for charges by developing and utilizing a sliding discounted fee schedule that is published and made readily available. While the fee schedule may be based on the patient’s income or household size and income, the organization must track the patient’s income and charges imposed. The law prohibits imposing a first-party charge on individuals whose income is at or below 100 percent of the Federal Poverty Level and requires that individuals with incomes above the official poverty level be charged for services. Each program is responsible for creating its own sliding fee scale in accordance with the most recent Federal Poverty Level guidelines. Federal Poverty Guidelines are updated each year in early spring, and are available on the web at <http://aspe.hhs.gov/poverty/index.shtml#latest>.

- **Patient Cap on Charges:** The law limits the annual cumulative charges to an individual for HIV-related services to:

Individual Income	Maximum Charge
At or below 100% of Poverty	\$0
101% to 200% of Poverty	No more than 5% of gross annual income
201% to 300% of Poverty	No more than 7% of gross annual income
Over 300% of Poverty	No more than 10% of gross annual income

Your Part C EIS program must have a system in place to ensure that these annual caps on charges to patients are not exceeded.

Program Income: Programs are required to maximize the service reimbursement available from private insurance, Medicaid, Medicare, and other third-party sources. Programs are required to track and report all sources of service reimbursement as program income on the annual Federal Financial Report and in annual data reports. All program income earned must be used to further your HIV program objectives. The Ryan White HIV/AIDS Program is the payer of last resort, except for programs administered by or providing the services of the Indian Health Service. While program income must be maximized, Part C cannot be a supplement to third party payments. Please note that direct or indirect grant funds such as Ryan White HIV/AIDS Part A, Part B, Part D and Part F programs are not program income and cannot duplicate services funded under Part C. Services provided under Part C cannot also be billed to Parts A, B, D or F.

Limitation on Administrative Expenses: Not more than 10 percent of the approved Part C EIS Federal grant funds may be used for administrative costs, including planning and evaluation and excluding costs of a clinical quality management program. Indirect costs will be allowed only if the applicant has a Federal negotiated indirect cost rate. All indirect costs are considered administrative and subject to the 10 percent limitation.

Other Financial Issues: Programs must have appropriate financial systems in place that provide for internal controls, safeguarding assets, ensuring stewardship of Federal funds, maintaining adequate cash flow to meet daily operations, assuring access to care, and maximizing revenue from non-Federal sources. Programs are required to monitor contractors under the grant to ensure that they are following the requirements of the program including the use of funds.

Because of the numerous financial requirements of the Ryan White HIV/AIDS Program Part C, grantees must seek approval to deviate from their approved budget if the changes are more than \$250,000 or 25 percent of the grant cumulatively during the year, or if the changes involve moving funds from one of the Part C Cost Categories to another. Such movement is considered to be a change of scope for the grant. Changing the model of care, e.g. nurse practitioners instead of physicians as the main providers of care, is also considered a change of scope.

Clients who need medications and are eligible for State drug reimbursement programs funded under Part B of the Ryan White HIV/AIDS Program or other pharmaceutical programs should be assisted in accessing these resources prior to the use of Part C EIS grant funds for such purposes.

Additional Reporting Requirements

- 1) It is a legislative requirement that programs provide information on how expenditures relate to the Part A and Part B planning processes.
- 2) It is a legislative requirement that programs provide specification on how expenditures will improve overall client outcomes, as described in the State plan.
- 3) It is a legislative requirement that programs provide documentation regarding the process used to obtain community input into the design and implementation of the program.
- 4) It is a legislative requirement that programs submit audits consistent with Office of Management and Budget circular A-133 every two years to the State, including client level data to complete the unmet need and Statewide Coordinated Statement of Need.
- 5) Grantees are required to submit the Ryan White Services Report and the Allocations and Expenditures Reports, as approved by the Office of Management and Budget.

Additional Policies and Procedures for Program Operations

Consumer Involvement

It is a program requirement that EIS programs will actively involve consumers in program development, implementation, and evaluation activities. “Consumers” are defined as persons living with HIV/AIDS (PLWH’s) or their representatives (i.e., those who represent PLWH’s who are unable to speak for themselves, such as HIV+ children and severely ill individuals) who are served by your program.

There are many ways to involve consumers, and each program should design consumer involvement that best suits its situation. To accomplish effective consumer involvement, programs should provide necessary training, mentoring, supervision, and reimbursement of expenses. Examples of consumer involvement are:

- HIV consumer representation on the organization’s Board of Directors.
- Establishment of an HIV specific Consumer Advisory Board.
- HIV consumer representation on an existing consumer advisory board.
- Involvement of HIV consumers on workgroups, committees and task forces, such as a Quality Committee, an Outreach Task Force, or a Patient Education Committee.
- Using HIV consumers as peer educators, outreach workers, or staff in the clinic, with fair and equitable pay for the job they are hired to perform.
- Involving HIV consumers through surveys, consumer forums, and focus groups.
- Using HIV peer trainers to work directly with patients to help them address issues related to making healthy decisions, gaining access to clinical trials, managed care, etc.

Drug Pricing Program

Programs funded under this grant are eligible for and should demonstrate participation in HRSA's 340B Drug Pricing Program. This program enables Part C EIS grantees to purchase medications at a reduced rate. Detailed program information is available on-line at <http://www.hrsa.gov/opa/>.

For more information, contact:

Office of Pharmacy Affairs
5600 Fishers Lane,
Parklawn Building, mail stop 10C-03
Rockville, MD 20857
1-800-628-6297

2. Background

This program is authorized by Sections 2651 - 2667 and 2693 of the Public Health Service Act (42 USC 300ff -51), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87).

HAB Guiding Principles

HAB has identified four factors that have significant implications for HIV/AIDS care services and treatment, which should be considered as the application and program are developed and refined:

- Revise care systems to meet emerging needs,
- Ensure access to quality HIV/AIDS care,
- Coordinate Ryan White HIV/AIDS Program services with other health care delivery systems, and
- Evaluate the impact of Ryan White HIV/AIDS Program funds and make needed improvements.

HRSA evaluates its programs through use of the Government Performance and Results Act (GPRA) Modernization Act of 2010, and the active use of performance data to monitor achievement toward meeting HRSA's strategic goals. HAB has identified program/Part specific measures under GPRA and overarching performance measures used to demonstrate progress in meeting the needs of uninsured and underinsured individuals. The overarching performance measures look at performance of Ryan White HIV/AIDS Program grantees across all Programs/Parts.

GPRA measures that are specific to Part C EIS program include:

Goal I: Improve Access to Quality Health Care and Services

Sub-Goal: Strengthen health systems to support the delivery of quality health services.

Long-Term Measure

By 2014, reduce deaths of persons due to HIV infection.

Annual Measure

Number of persons who learn their serostatus from Ryan White HIV/AIDS Programs.

Sub-Goal: Promote innovative and cost-efficient approaches to improve health

Long-Term Measure

By 2014, Ryan White HIV/AIDS Program-funded HIV primary medical care providers will have implemented a clinical quality management program and will meet two “core” standards included in the *Guidelines for Use of Antiretroviral Agents in HIV-1 Infected Adults and Adolescents*.

Annual Measure

Percentage of Ryan White HIV/AIDS Program-funded primary medical care providers that will have implemented a clinical quality management program.

Goal III: Building Healthy Communities

Sub-Goal: Lead and collaborate with others to help communities strengthen resources that improve health for the population

Annual Measure

Number of people receiving primary care services under Early Intervention Services Programs

Goal IV: Improve Health Equity

Sub-goal: Reduce disparities in quality of care across populations and communities.

Long-Term Measure

By 2014, increase the number of racial/ethnic minorities and the number of women served by Ryan White HIV/AIDS Program -funded programs.

Annual Measures

- 1) Proportion of racial/ethnic minorities in Ryan White HIV/AIDS Program-funded programs served.
- 2) Proportion of women in Ryan White HIV/AIDS Program-funded programs served.
- 3) Proportion of new Ryan White HIV/AIDS Program HIV-infected clients who are tested for CD4 count and viral load.

National HIV/AIDS Strategy (NHAS)

The new National HIV/AIDS Strategy (NHAS) has three primary goals: 1) reducing the number of people who become infected with HIV, 2) increasing access to care and optimizing health outcomes for people living with HIV, and 3) reducing HIV-related health disparities.

The NHAS states that more must be done to ensure that new prevention methods are identified and that prevention resources are more strategically deployed. Further, the NHAS recognizes the importance of getting people with HIV into care early after infection to protect their health and reduce their potential of transmitting the virus to others. HIV disproportionately affects people who have less access to prevention, care and treatment services and, as a result, often have poorer health outcomes. Therefore, the NHAS advocates adopting community-level approaches to identify people who are HIV-positive but do not know their serostatus and reduce stigma and discrimination against people living with HIV.

To the extent possible, program activities should strive to support the three primary goals of the NHAS. As encouraged by the NHAS, programs should seek opportunities to increase collaboration, efficiency, and innovation in the development of program activities to ensure

success of the NHAS. Part C programs should comply with Federally-approved guidelines for HIV Prevention and Treatment (see <http://www.aidsinfo.nih.gov/Guidelines/Default.aspx> as a reliable source for current guidelines). More information can also be found at <http://www.whitehouse.gov/administration/eop/onap/nhas>.

Improving Quality

The proposed National Quality Strategy (NQS) will pursue three broad aims: 1) Better Care, 2) Healthy People/Healthy Communities, and 3) Affordable Care. In supporting actions to address the priorities, the intention of the National Strategy is “to create a new level of cooperation among all the stakeholders seeking to improve health and health care for all Americans”.

The PHS Act requires recipients of funding under the Ryan White HIV/AIDS Part C program to establish clinical quality management programs 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 guidelines for improvement in the access to and quality of HIV services.

HAB has defined quality as follows:

“Quality is the degree to which a health or social service meets or exceeds established professional standards and user expectations. Evaluations of the quality of care should consider (1) the quality of inputs, (2) the quality of the service delivery process, and (3) the quality of outcomes, in order to continuously improve systems of care for individuals and populations.”

Your Clinical Quality Management (CQM) program should ensure that systematic and continuous processes are in place for planning, implementing, and evaluating improvement strategies. If other organizations provide primary care for your organization via subcontract, you are responsible for assuring that CQM systems are in place at those organizations. Your subcontracts must include provisions regarding monitoring and CQM, and you may require regular data sharing and reporting from your subcontractors on this issue. It is a program expectation of the Ryan White HIV/AIDS Program, that grant funding spent on clinical quality management will be kept to a reasonable level.

The three-fold purpose of CQM is to ensure:

- Funded services adhere to established HIV clinical practice standards and HHS guidelines.
- Strategies for improvements to quality medical care include vital health-related supportive services in achieving appropriate access and adherence with HIV medical care.
- Available demographic, clinical, and health care utilization information is used when developing and adapting programs to address changing trends in the epidemic.

All Part C EIS CQM programs must include quality goals and performance measures. HRSA/HAB encourages grantees to select measures that are most important to their agencies and the populations they serve. Coordination of care within and across health care systems is encouraged to ensure seamless care for the populations served. HRSA/HAB has developed HIV/AIDS Core Clinical Performance Measures for Adults & Adolescents for use in monitoring the quality of care provided. Grantees are encouraged to identify areas for improvement and to

include these in their quality management plans. The HAB Core Clinical Performance Measures can be found at <http://hab.hrsa.gov/deliverhivaidscare/habperformmeasures.html>.

In addition to clinical outcomes, your CQM program also must have:

- Designated leaders and accountability.
- Routine data collection and analyses of data on measurable outcomes.
- A system for ensuring that data are fed back into your organization's quality improvement process to assure goals is accomplished.
- Consistency, to the extent possible, with other programmatic quality improvement activities, such as The Joint Commission (TJC), Medicaid, and other HRSA funded programs.

HAB also encourages grantees to conduct continuous quality improvement (CQI) for the administrative and fiscal components of their organization.

For all subcontractors and vendors a mechanism must be in place to ensure care and services meet HHS guidelines (available at <http://www.aidsinfo.nih.gov/>), standards of care or best practices, as applicable, based on services funded.

Applicants may wish to expand their knowledge of CQM programs. The following sites can provide entry points:

HRSA/HAB Quality Tools: <http://hab.hrsa.gov/deliverhivaidscare/qualitycare.html>

The National Quality Center: <http://www.nationalqualitycenter.org>

HIVQUAL-US Program: <http://hivqualus.org>

II. Award Information

1. Type of Award

Funding will be provided in the form of a grant.

2. Summary of Funding

This program expects to provide funding during federal fiscal years 2012–2014. Approximately \$20,215,411 is expected to be available annually to fund up to 39 grantees. The period of support is up to three (3) years. Applicants, including those for open service areas, may apply for no more than the Fiscal Year 2011 funding level, including any ongoing expansion, as described in Appendix B. Funding beyond the first year is dependent on the availability of appropriated funds for the Ryan White HIV/AIDS Part C EIS Program in subsequent fiscal years, grantee satisfactory performance, adequate justification for all projected costs, and a decision that continued funding is in the best interest of the Federal Government. Inadequate progress and/or justification may result in the reduction of approved funding levels.

III. Eligibility Information

1. Eligible Applicants

This competition is open to Part C EIS grantees **with project periods ending June 30, 2012**, new organizations proposing to replace the current grantee, and applicants for open service areas as described in **Appendix B**. New organizations must demonstrate that they will serve the existing patients, populations, scope of services and service areas currently served by the grantee they intend to replace. Applicants must identify the grantee they intend to replace. Eligible applicants include public and nonprofit private entities. Faith-based and community-based organizations, Tribes, and tribal organizations are eligible to apply.

New applicants intending to replace a current grantee must be public or private nonprofit entities that are:

- a) Federally-qualified health centers under section 1905(1)(2)(B) of the Social Security Act;
- b) Grantees under section 1001 (regarding family planning) other than States;
- c) Comprehensive hemophilia diagnostic and treatment centers;
- d) Rural health clinics;
- e) Health facilities operated by or pursuant to a contract with the Indian Health Service;
- f) Community-based organizations, clinics, hospitals and other health facilities that provide early intervention services to those persons infected with HIV/AIDS through intravenous drug use; or
- g) Nonprofit private entities that provide comprehensive primary care services to populations at risk of HIV/AIDS, including faith-based and community-based organizations.

All applicants, including current grantees, must document Medicaid provider status. Applicants may document formal agreements with Medicaid providers for provision of all services covered under the Medicaid State plan. This requirement may be waived for free clinics that do not impose a charge for health services and do not accept reimbursement from Medicaid, Medicare, or private insurance. All applicants, including current grantees, must document that they are fully licensed to provide clinical services, as required by their State and/or local jurisdiction. Medicaid provider status and licensure must be in place prior to submitting an application.

2. Cost Sharing/Matching

There is no required match or other cost participation requirement for this program.

3. Other

Applications that exceed the ceiling amount of the total Fiscal Year 2011 award before any offset or carryover adjustments 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.

Maintenance of Effort

These grant funds shall not be used to take the place of current funding for activities described in the application. Grantees must agree to maintain non-Federal funding for HIV early intervention services at a level that is not less than expenditures for such activities during the fiscal year prior to receiving this grant. This means that grantees must spend at least as much of their own funds on early intervention services as they did last year.

IV. Application and Submission Information

1. Address to Request Application Package

Application Materials and Required Electronic Submission Information

HRSA *requires* applicants for this funding opportunity announcement to apply electronically through Grants.gov. This robust registration and application process protects applicants against fraud and ensures that only authorized representatives from an organization can submit an application. Applicants are responsible for maintaining these registrations, which should be completed well in advance of submitting your application. All applicants *must* submit in this manner unless they obtain a written exemption from this requirement in advance by the Director of HRSA's Division of Grants Policy. Applicants must request an exemption in writing from DGPWaivers@hrsa.gov, and provide details as to why they are technologically unable to submit electronically through the Grants.gov portal. Your email must include the HRSA announcement number for which you are seeking relief, the organization's DUNS number, the name, address, and telephone number of the organization and the name and telephone number of the Project Director as well as the Grants.gov Tracking Number (GRANTXXXX) assigned to your submission along with a copy of the "Rejected with Errors" notification you received from Grants.gov. **HRSA and its Digital Services Operation (DSO) will only accept paper applications from applicants that received prior written approval.** However, the application must still be submitted by the deadline. Suggestion: submit application to Grants.gov at least two days before the deadline to allow for any unforeseen circumstances.

Note: Central Contractor Registration (CCR) information must be updated at least every 12 months to remain active (for both grantees and sub-recipients). As of August 9, 2011, Grants.gov began rejecting submissions from applicants with expired CCR registrations.

Although active CCR registration at time of submission is not a new requirement, this systematic enforcement will likely catch some applicants off guard. According to the CCR Website it can take 24 hours or more for updates to take effect, so ***check for active registration well before your grant deadline.***

An applicant can view their CCR Registration Status by visiting <http://www.bpn.gov/CCRSearch/Search.aspx> and searching by their organization's DUNS. The [CCR Website](#) provides user guides, renewal screen shots, FAQs and other resources you may find helpful.

Applicants that fail to allow ample time to complete registration with CCR and/or Grants.gov will not be eligible for a deadline extension or waiver of the electronic submission requirement.

All applicants are responsible for reading the instructions included in HRSA's *Electronic Submission User Guide*, available online at (<http://www.hrsa.gov/grants/apply/userguide.pdf>). This Guide includes detailed application and submission instructions for both Grants.gov and

HRSA's Electronic Handbooks. Pay particular attention to Sections 2 and 5 that provide detailed information on the competitive application and submission process.

Applicants are also responsible for reading the Grants.gov Applicant User Guide, available online at <http://www.grants.gov/assets/ApplicantUserGuide.pdf>. This Guide includes detailed information about using the Grants.gov system and contains helpful hints for successful submission.

Applicants must submit proposals according to the instructions in the Guide and in this funding opportunity announcement in conjunction with Application Form SF-424. The forms contain additional general information and instructions for applications, proposal narratives, and budgets. The forms and instructions may be obtained from the following site by:

- 1) Downloading from <http://www.grants.gov>, or
- 2) Contacting the HRSA Digital Services Operation (DSO) at:
HRSADSO@hrsa.gov

Each funding opportunity contains a unique set of forms and only the specific forms package posted with an opportunity will be accepted for that opportunity. Specific instructions for preparing portions of the application that must accompany Application Form SF-424 appear in the "Application Format" section below.

2. Content and Form of Application Submission

Application Format Requirements

The total size of all uploaded files may not exceed the equivalent of 80 pages when printed by HRSA. The total file size may not exceed 10 MB. The 80-page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support. Standard forms are NOT included in the page limit. We strongly urge you to print your application to ensure it does not exceed the 80-page limit. Do not reduce the size of the fonts or margins to save space. **See the formatting instructions in Section 5 of the Electronic Submission User Guide referenced above.**

Applications must be complete, within the 80 page limit, within the 10 MB limit, and submitted prior to the deadline to be considered under this announcement.

Application Format

Applications for funding must consist of the following documents in the following order:

SF-424 Non-Construction – Table of Contents

- 🔔 It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.
- 🔔 Failure to follow the instructions may make your application non-responsive. Non-responsive applications will not be considered under this funding opportunity announcement.
- 🔔 For electronic submissions, applicants only have to number the electronic attachment pages sequentially, resetting the numbering for each attachment, i.e., start at page 1 for each attachment. Do not attempt to number standard OMB approved form pages.
- 🔔 For electronic submissions, no Table of Contents is required for the entire application. HRSA will construct an electronic table of contents in the order specified.
- 🔔 When providing any electronic attachment with several pages, add a Table of Contents page specific to the attachment. Such pages will not be counted towards the page limit.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
Application for Federal Assistance (SF-424)	Form	Pages 1, 2 & 3 of the SF-424 face page.	Not counted in the page limit
Project Summary/Abstract	Attachment	Can be uploaded on page 2 of SF-424 - Box 15	Required attachment. Counted in the page limit. Refer to the funding opportunity announcement for detailed instructions.
Additional Congressional District	Attachment	Can be uploaded on page 3 of SF-424 - Box 16	As applicable to HRSA; not counted in the page limit.
Project Narrative Attachment Form	Form	Supports the upload of Project Narrative document	Not counted in the page limit.
Project Narrative	Attachment	Can be uploaded in Project Narrative Attachment form.	Required attachment. Counted in the page limit. Refer to the funding opportunity announcement for detailed instructions. Provide table of contents specific to this document only as the first page.
SF-424A Budget Information - Non-Construction Programs	Form	Pages 1-2 to support structured budget for the request of Non-construction related funds.	Not counted in the page limit.
Budget Narrative Attachment Form	Form	Supports the upload of Budget Narrative and Staffing Plan documents.	Not counted in the page limit.
Budget Narrative	Attachment	Can be uploaded in Budget Narrative Attachment form. The Staffing Plan is also placed here, using the optional button.	Required attachment. Counted in the page limit. Refer to the funding opportunity announcement for detailed instructions.
SF-424B Assurances - Non-Construction Programs	Form	Supports assurances for non-construction programs.	Not counted in the page limit.
Project/Performance Site Location(s)	Form	Supports primary and 29 additional sites in structured form.	Not counted in the page limit.
Additional Performance Site	Attachment	Can be uploaded in the SF-424 Performance	Not counted in the page limit.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
Location(s)		Site Location(s) form. Single document with all additional site location(s)	
Disclosure of Lobbying Activities (SF-LLL)	Form	Supports structured data for lobbying activities.	Not counted in the page limit.
Other Attachments Form	Form	Supports up to 15 numbered attachments. This form only contains the attachment list.	Not counted in the page limit.
Attachment 1-15	Attachment	Can be uploaded in Other Attachments form 1-15.	Refer to the attachment table provided below for specific sequence. Counted in the page limit.

-  To ensure that attachments are organized and printed in a consistent manner, follow the order provided below. Note that these instructions may vary across programs.
-  Evidence of Non-Profit status and invention related documents, if applicable, must be provided in the other attachment form.
-  Additional supporting documents, if applicable, can be provided using the available rows. Do not use the rows assigned to a specific purpose in the program funding opportunity announcement.
-  Merge similar documents into a single document. Where several documents are expected in the attachment, ensure that you place a table of contents cover page specific to the attachment. The Table of Contents page will not be counted in the page limit.
-  Limit the file attachment name to under 50 characters. Do not use any special characters (e.g., %, /, #) or spacing in the file name or word separation. (The exception is the underscore (_) character.) Your attachment will be rejected by Grants.gov if you use special characters or attachment names greater than 50 characters.

Attachment Number	Attachment Description (Program Guidelines)
Attachment 1	Program Specific Line Item Budgets- separate budget for each year of proposed project period (Required)
Attachment 2	Job Descriptions for vacant positions (if applicable)
Attachment 3	Table of Provider Medicaid and Medicare numbers and clinic licensure status (Required)
Attachment 4	Map of Service Area, with HIV Primary Care Providers (Required)
Attachment 5	Work Plan Summary, with measurable objectives for each year of proposed project period (Required)
Attachment 6	Summary Progress Report (Required for Competing Continuations)
Attachment 7	Organizational Chart (Required)
Attachment 8	Signed, Scanned Part C EIS Additional Agreements and Assurances (Required)
Attachment 9	Letters from Part A and/or Part B Grantee (If Applicable)
Attachment 10	Negotiated Indirect Cost Rate Agreement (If Applicable)
Attachment 11	List of Provider Organizations (If Applicable)
Attachment 12	Justification for Funding Preference Request (If Applicable)
Attachments 13-15	Optional Attachments, as necessary

Application Format

i. Application Face Page

Complete Application Form SF-424 provided with the application package. Prepare according to instructions provided in the form itself. Important note: enter the name of the **Project Director** in 8. f. “Name and contact information of person to be contacted on matters involving this application.” If, for any reason, the Project Director will be out of the office, please ensure their email Out of Office Assistant is set so HRSA will be aware if any issues arise with the application and a timely response is required. For information pertaining to the Catalog of Federal Domestic Assistance, the CFDA Number is 93.918.

Item 2 Type of Application

Current grantees should check “Continuation.” New applicants for existing service areas should check “New.”

Item 4 Applicant Identifier

Enter Not Applicable.

Item 5a Federal Entity Identifier

Enter Not Applicable.

Item 5b Federal Award Identifier

If you are a current grantee, enter your most recent 10-digit grant number from item 4a of your most recent Notice of Award. If you are not the current grantee of record, please leave this item blank.

Item 8c DUNS Number

All applicant organizations (and subrecipients of HRSA award funds) are required to have a Data Universal Numbering System (DUNS) number in order to apply for a grant or cooperative agreement from the Federal Government. The DUNS number is a unique nine-character identification number provided by the commercial company, Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform> or call 1-866-705-5711. Please include the DUNS number in item 8c on the application face page. Applications **will not** be reviewed without a DUNS number. Note: A missing or incorrect DUNS number is the number one reason for applications being “Rejected for Errors” by Grants.gov. HRSA will not extend the deadline for applications with a missing or incorrect DUNS. Applicants should take care in entering the DUNS number in the application.

Additionally, the applicant organization (and any subrecipient of HRSA award funds) is required to register annually with the Federal Government’s Central Contractor Registration (CCR) in order to do electronic business with the Federal Government. CCR registration must be maintained with current, accurate information at all times during which an entity has an active award or an application or plan under consideration by HRSA. It is extremely important to verify that your CCR registration is active and your MPIN is current. Information about registering with the CCR can be found at <http://www.ccr.gov>.

Item 14 Areas Affected by Project

In an attachment, enter all counties in your approved service area. This information will be different than the place(s) of performance reported on the SF-424 Project/Performance Site

Location(s) Form, which describes the actual clinic locations.

Item 15 Descriptive Title of Applicant's Project

Fill in the required title and attach the Project Abstract.

Item 17 Proposed Project

The start date should be July 1, 2012. The end date should be June 30, 2015.

Item 19 Some states require that you submit a copy of your Federal grant applications to a Single Point of Contact (SPOC) at the state government level. If your state participates in the SPOC review process, enter the date you sent the copy of your Ryan White HIV/AIDS Program grant application to the SPOC office. A list of states and territories that currently participate in the SPOC review process can be downloaded from the internet at:

http://www.whitehouse.gov/omb/grants_spoc.

ii. Table of Contents

The application should be presented in the order of the Table of Contents provided earlier. Again, for electronic applications no table of contents is necessary as it will be generated by the system. (Note: the Table of Contents will not be counted in the page limit.)

iii. Budget

Complete Application Form SF-424A Budget Information – Non-Construction Programs provided with the application package. Please complete Sections A, B, E, and F for each year of the project period, and then provide a line item budget for each year of the project period. In Section A use rows 1 -3- to provide the budget amounts for the three years of the project. Please enter the amounts in the “New or Revised Budget” column- not the “Estimated Unobligated Funds” column. In Section B Object Class Categories of the SF-424A, provide the object class category breakdown for the annual amounts specified in Section A. In Section B, use column (1) to provide category amounts for Year 1 and use columns (2) through 3 for subsequent budget years (up to three years). Applicants must request the same amount for each year.

Program-specific line item budgets: In order to evaluate applicant adherence to Part C EIS legislative budget requirements, applicants must submit separate program-specific line item budgets for each year of the proposed project period. These budgets will be uploaded as an attachment to your application as **Attachment 1**. NOTE: It is recommended you convert or scan these budgets to a PDF format for submission. Do not submit Excel spreadsheets. Personnel should be listed separately and include the name of the individual for each position title, or note if vacant. It is recommended that you present your line item budget in table format, listing the program category costs (Early Intervention Services, Core Medical Services, Support Services, Clinical Quality Management, and Administration Costs) across the top and object class categories (Personnel, Fringe Benefits, etc) in a column down the left hand side. Since EIS must be 50% of the award, and is also part of Core Medical Services, the EIS costs must be repeated in the Core Medical Services Column. The amount requested on the SF424A and the amount listed on the line-item budget must match. Your budget must relate to the activities you propose in the Project Narrative and the Work Plan. The budget requested for each year is not to exceed the total award for the service area from FY 2011 before any carry-over and/or offset adjustments. The Ryan White HIV/AIDS Program has established the following specific **legislative criteria** for the expenditure of funds for Part C.

- At least 50 percent of the total funds awarded must be spent on Early Intervention Services, as fully described below. Early Intervention Services as described in the legislation are laboratory testing, clinical and diagnostic services, periodic medical evaluations, therapeutic measures, and referrals for health and support services.
- After reserving funds for administration and clinical quality management, **at least 75 percent** of the remaining funds must be spent on Core Medical Services, which includes the Early Intervention Services (EIS).
- No more than 10 percent of the approved Part C EIS Federal grant funds awarded may be spent on administrative costs, including indirect costs, planning and evaluation, and excluding costs of a clinical quality management program.

The Ryan White HIV/AIDS Program also has established the program expectation that clinical quality management must be kept to a reasonable level, as described below. The remainder of the funds may be spent on support services, defined as those services needed for individuals with HIV/AIDS to achieve their medical outcomes.

Core Medical Services are defined as:

- A. Outpatient and ambulatory health services
- B. AIDS Drug Assistance Program treatments (ADAP) under Part B
- C. AIDS pharmaceutical assistance
- D. Oral Health Care
- E. Early intervention services
- F. Health insurance premium and cost sharing assistance for low-income individuals in accordance with Part B
- G. Home health care
- H. Medical nutrition therapy
- I. Hospice Services
- J. Home and community-based health services as defined under Part B
- K. Mental Health Services
- L. Substance abuse outpatient care
- M. Medical case management, including treatment adherence services (NOTE: this is no longer an EIS cost)

Applicants may apply for a waiver of the Core Medical Services requirement in accordance with final notice published by HRSA in the Federal Register Notice, Vol. 73, No. 113, dated June 11, 2008, <http://edocket.access.gpo.gov/2008/pdf/E8-13102.pdf>. The OMB number for a Core Medical Services waiver request is 0915-0307. An extension of this requirement has been requested.

Allowable Costs

The Part C EIS Program divides the allowable costs among five Part C Cost Categories. These categories are **Early Intervention Services Costs, Core Medical Services Costs, Support Services Costs, Clinical Quality Management Costs, and Administrative Costs**. The Early Intervention Services Costs are repeated in the Core Medical Services Costs column because all Early Intervention Services are part of the Core Medical Services. The Total Column should include only Core Medical Services, Support Services, Clinical Quality Management, and Administration.

Early Intervention Services Costs are those costs associated with the direct provision of medical care. In accordance with current legislation, Early Intervention Services costs must be at

least 50 percent of your entire Federal Part C EIS budget. A Part C program must expend grant funds to provide HIV primary care in the proposed service area. These services must be reflected in the budget. Staff positions such as medical assistants, dental hygienists, and nurses can be included in the budget when the position proportionately complements HIV primary medical care providers such as physicians, dentists, physician assistants, or nurse practitioners for the Part C program. Part C Early Intervention Services costs include:

- Salaried personnel, contracted personnel or visit fees which provide primary medical care, laboratory testing, oral health care, outpatient mental health and substance abuse treatment, specialty and subspecialty care, staff referring for health and support services and adherence monitoring/education services when provided by licensed medical providers. Provider time must be reasonable for the number of patients.
- Lab, x-ray, and other diagnostic tests
- Medical/dental equipment and supplies
- Transportation for clinical care provider staff to provide care at satellite clinics
- Other clinical and diagnostic services regarding HIV/AIDS and periodic medical evaluations of individuals with HIV/AIDS

Core Medical Services Costs include those listed above **plus** the following:

- HIV Post-Test Counseling (Pre-test counseling is no longer recommended by the CDC)
- Medical Case Management including treatment adherence services provided by trained professionals, including both medically credentialed and other health care staff who provide a range of client-centered services that result in a coordinated care plan, which links clients to medical care, psychosocial, and other services.

The following Core Medical Services have historically been paid by Parts A or B but not Part C, and should only be provided by Part C with justification:

- AIDS Drug Assistance Program treatments
- Health Insurance Premium and cost sharing assistance for low income individuals
- Home health care
- Hospice Services
- Home and community-based health services as defined under Part B

Clinical Quality Management Costs are those costs required to maintain a clinical quality management program to assess the extent to which services are consistent with the current HHS guidelines for the treatment of HIV/AIDS. It is a program expectation that grant funding spent on clinical quality management will be kept to a reasonable level. Travel should be limited to required HRSA meetings and necessary continuing education for providers funded under the grant. Excessive conference travel will not be approved. Funding of quality management/data collection staff should be in proportion to the number of patients served under the grant.

Examples of clinical quality management costs include:

- Clinical Quality Management coordination
- Continuous Quality Improvement (CQI) activities
- Data collection for clinical quality management purposes (collect, aggregate, analyze, and report on measurement data)
- Consumer involvement to improve services
- Staff training/technical assistance (including travel and registration) to improve services- this includes the annual clinical update and the biennial All Grantee Meeting
- Participation in Statewide Coordinated Statement of Need process and local planning

- bodies and other local meetings
- Electronic Medical Records: Data analysis for CQM

Support Services Costs are those costs for services which are needed for individuals with HIV/AIDS to achieve their HIV medical outcomes. Support Services Costs include:

- Patient transportation to medical appointments
- Outreach to identify people with HIV, or at-risk of contracting HIV, to educate them about the benefits of early intervention and link them into primary care
- Local travel by staff to provide support services
- Translation services, including interpretation services for deaf persons
- Patient education materials
- Respite Care (can be provided by Part C with justification)
- Eligibility Specialists (staff whose role is to determine client eligibility for Medicaid and other insurance programs and assist them to apply).

Administrative Costs are those costs not directly associated with service provision. By law, no more than 10 percent of your Federal Part C EIS budget can be allocated to administrative costs. Staff activities that are administrative in nature should be allocated to administrative costs.

Examples of administrative costs include:

- Indirect Costs, which are allowed only if the applicant has a negotiated indirect cost rate approved by a recognized Federal agency. A copy of the latest negotiated cost agreement that covers the period for which funds are requested must be submitted as Attachment 11 of the application. Indirect costs are those costs incurred by the organization that are not readily identifiable with a particular project or program, but are considered necessary to the operation of the organization and performance of its programs. All indirect costs are considered administrative for the Part C EIS program and, therefore, are subject to the 10 percent limitation on administrative expense
- Rent, utilities, and other facility support costs, including medical waste removal and linen services, if applicant is not requesting indirect costs
- Personnel costs and fringe benefits of staff members responsible for the management of the project (such as the Project Director and program coordinator), non-CQI program evaluation, non-CQI data collection/reporting, supervision, and other administrative, fiscal, or clerical duties
- Telecommunications, including telephone, fax, pager and internet access
- Postage
- Liability insurance
- Office supplies
- Audits
- Payroll/Accounting services
- Computer hardware/software not directly related to patient care
- Program evaluation, including data collection for evaluation
- Receptionist
- Electronic Medical Records: Maintenance, Licensure, Annual Updates, Data Entry

iv. Budget Justification

Provide a narrative that explains the amounts requested for each line in the budget. The budget justification should specifically describe how each item will support the achievement of proposed objectives. The budget period is for ONE year. However, the applicant **must** submit

one-year budgets for each of the subsequent budget periods within the requested project period (up to three years) at the time of application. Line item information must be provided to explain the costs entered in the SF-424A. Be very careful about showing how each item in the “other” category is justified. For subsequent budget years, the justification narrative should highlight the changes from year one or clearly indicate that there are no substantive budget changes during the project period. The budget justification MUST be concise. Do NOT use the justification to expand the project narrative.

Explain how you estimate or calculate each proposed line-item amount by providing a calculation that contains the estimated cost per unit and the estimated number of units. For example, if your budget includes a \$30,000 line-item for lab tests, justify the expenses with an explanation in your Budget Justification as follows: “25 viral load tests at \$100.00 each per month x 12 months = \$30,000.”

Under each class category, e.g., *Personnel* as listed below, the budget justification must be divided according to the Part C EIS cost categories, EIS, other Core Medical Services, Support Services, Clinical Quality Management, and Administration. The description must be specific to the cost category. A general description which is repeated across categories is not acceptable.

Budget for Multi-Year Award

This announcement is inviting applications for project periods up to three (3) years. Awards, on a competitive basis, will be for a one-year budget period; although the project period may be for up to three (3) years. Submission and HRSA approval of your Progress Report(s) and any other required submission or reports is the basis for the budget period renewal and release of subsequent year funds. Funding beyond the one-year budget period but within the three-year project period is subject to availability of funds, satisfactory progress of the awardee, and a determination that continued funding would be in the best interest of the Federal Government.

Include the following in the Budget Justification narrative:

Personnel Costs: Personnel costs should be explained by listing each staff member who will be supported from funds, name (if possible), position title, as well as, the percentage of full-time equivalency and proportional salary that is requested for each of the cost categories, as described above. **Duties described must be specific to the each cost category.**

Fringe Benefits: List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plans, and tuition reimbursement. The fringe benefits should be directly proportional to that portion of personnel costs that are allocated for the project.

Travel: List travel costs according to local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel should be outlined. The budget should also reflect the travel expenses associated with participating in meetings and other proposed trainings or workshops. **Grantees are expected to include in their budgets travel expenses for up to two persons to attend the Ryan White HIV/AIDS Program All-Grantee Meeting and one clinician to attend Annual HIV Clinical Update Meeting. Grantees are expected to send one clinical care provider to the Annual HIV Clinical Update Meeting every year. Every other year both these meetings are held concurrently. In the year that the All-Grantee Meeting is not held, another HRSA meeting or continuing education conference may be**

substituted. As described above, clinical staff traveling to provide care is included in EIS, while patient transportation is included in Support Services. All other travel is included in CQM.

Equipment: List equipment costs and provide justification for the need of the equipment to carry out the program's goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of computers and furniture items that meet the definition of equipment (a unit cost of \$5,000 or more and a useful life of one or more years).

Supplies: List the items that the project will use. In this category, separate office supplies from medical and educational purchases. Office supplies could include paper, pencils, and the like; medical supplies are syringes, blood tubes, plastic gloves, etc., and educational supplies may be pamphlets and educational videotapes. Remember, they must be listed separately.

Contractual: Applicants are responsible for ensuring that their organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts. Applicants must provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables. Reminder: recipients must notify potential subrecipients that entities receiving subawards must be registered in the CCR and provide the recipient with their DUNS number.

Contractors providing services under this grant must adhere to the same requirements as the grantee. All legislative and program requirements that apply to grantees also apply to subrecipients of their awards. The grantee is accountable for the subrecipient's performance of the project, program, or activity, the appropriate expenditure of funds under the award; and other obligations of the Part C award. Assurance that subcontractors are computing and reporting program income is a Ryan White HIV/AIDS Program Requirement. Subcontractors must also report and validate program expenditures in accordance with budget categories to determine legislative mandates are met.

Other: Put all costs that do not fit into any other category into this category and provide an explanation of each cost in this category. In some cases, rent, utilities and insurance fall under this category if they are not included in an approved indirect cost rate.

Applicants may include the cost of access accommodations as part of their project's budget, including sign interpreters, plain language and health literate print materials in alternate formats (including Braille, large print, etc.); and cultural/linguistic competence modifications such as use of cultural brokers, translation or interpretation services at meetings, clinical encounters, and conferences, etc.

Indirect Costs: Indirect costs are those costs incurred for common or joint objectives, which cannot be readily identified but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. For institutions subject to OMB Circular A-21, the term "facilities and administration" is used to denote indirect costs. If an organization applying for an assistance award does not have an indirect cost rate, the applicant may wish to obtain one through HHS's Division of Cost

Allocation (DCA). Visit DCA's website at: <http://rates.psc.gov/> to learn more about rate agreements, the process for applying for them, and the regional offices which negotiate them.

v. Staffing Plan and Personnel Requirements

This section is submitted on the budget narrative attachment form, using the optional budget narrative link, and counts toward the page limit. This section is scored in Criterion 5:

Resources/Capabilities. Applicants **must present a staffing plan** and provide a justification for the plan that includes duties, education and experience qualifications and rationale for the amount of time being requested for each staff position. The staffing plan should include elements of the biographical sketches and job descriptions, including education, training, HIV experience and expertise, language fluency and experience working with the cultural and linguistically diverse populations that are served by their programs. Separate biographical sketches will not be required. The staffing plan should include all positions funded by the grant, and should include key staff whether or not paid by the grant. Key staff include, at a minimum, the program coordinator and medical director for your program, and all medical care providers funded directly or through contract. The program coordinator is responsible for the oversight and day to day management of the proposed Part C EIS Program, and the medical director assumes responsibility for all clinical aspects of the grant. Specifically identify the person in your staffing plan who will lead the QM activities for this grant. This person may or may not be supported by the grant funds. Specifically, identify staff that manage the grant and monitor contractors' use of funds, provision of services, quality and data submission, whether or not, they are paid under this grant. Note the source of funding for positions not funded under the grant. You may find it helpful to supply this information in a table. Job descriptions that include the roles, responsibilities, and qualifications of proposed project staff not yet hired must be included in **Attachment 2**.

vi. Assurances

Complete Application Form SF-424B Assurances – Non-Construction Programs provided with the application package.

vii. Certifications

Use the Certifications and Disclosure of Lobbying Activities Application Form provided with the application package.

viii. Project Abstract

Provide a summary of the application, attached to item 15 of the SF-424. Because the abstract is often distributed to provide information to the public and Congress, please prepare this so that it is clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- *Project Title*
- *Applicant Name*
- *Address*
- *Contact Phone Numbers (Voice, Fax)*
- *E-Mail Address*
- *Web Site Address, if applicable*

The Project Abstract must have the following five subheadings:

- 1) **Summary of Request:** A short statement briefly describing the funding requested, the requested services and specific sites where they will be provided. If you are a **new applicant**, identify the grantee listed in **Appendix B** that you intend to replace. Indicate whether you are applying for part of your funding to be considered under the MAI. Indicate whether you are requesting funding preference as described in the Review and Selection Process Section of this funding opportunity announcement. Funding preference must be explicitly requested, and must be specifically justified as described in Attachment 13.
- 2) **Target Population(s):** A brief description of the geographic area to be served by the proposed project, including socio-economic demographic characteristics of the target population(s) affected by HIV in that specific area.
- 3) **Current HIV Service Activities:** A description of the HIV services currently available in your service area. Also list those HIV services that are provided specifically by your organization. Include the number of clients who received primary medical care from your program in **each of the last three calendar years**. For current grantees, this information should come from Section 6.1 of your Ryan White HIV/AIDS Program Data Reports (RDR).
- 4) **Problem:** A summary of the principal problems and unmet needs of people living with HIV in your service area that will be addressed if the proposed project is funded.
- 5) **Objectives:** List the major objectives for the project period as described in your Work Plan Summary.

The project abstract must be *single-spaced* and *limited to two pages* in length.

ix. Project Narrative

This section provides a comprehensive framework and description of all aspects of the proposed program. 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**

This section should briefly describe the problem and the associated factors contributing to it. You may wish to expand on information presented in the “Problem” section of the abstract. If you are a new applicant, identify the grantee listed in **Appendix B** that you intend to replace. Indicate whether you are requesting funding preference as described in the Review and Selection Process Section of this funding opportunity announcement. Funding preference must be explicitly requested, and must be specifically justified as described in Attachment 13.

- **NEEDS ASSESSMENT**

This section is scored under Review Criterion 1: Need. This section outlines the needs of your community. The four (4) required components of this section are:

- 1) HIV Seroprevalence and Surrogate Markers
- 2) The Social Context of HIV/AIDS

- 3) Target Populations
- 4) The Local HIV Service Delivery System and describe changes to that system

1) HIV Seroprevalence and Surrogate Markers: The Ryan White HIV/AIDS Program gives preference to applicants who make services available in geographic areas that have experienced an increase in the burden of providing services for people living with HIV for the past two years. Use this section to provide and discuss data on the incidence and prevalence of HIV and AIDS in your area. Information needs to be requested on AIDS incidence, AIDS prevalence, HIV incidence, HIV prevalence, and unmet need from your State grantee of record for Part B <http://hab.hrsa.gov/abouthab/partbstates.html>, and from your Eligible Metropolitan Area (EMA) or Transitional Grant Area (TGA) grantee of record for Part A <http://hab.hrsa.gov/abouthab/parta.html> if applicable. Remember to cite the source(s) of the data that you present.

Provide a table which clearly shows burden of care in your service area. For **each** of the years, **2008, 2009, and 2010**, show the following information. If you must include a different time period, explain why.

- the number of people newly reported with HIV-non-AIDS (incidence),
- the number living with HIV-non-AIDS (prevalence),
- the number newly reported with AIDS
- the number living with AIDS
- the number testing positive and overall seroprevalence for HIV testing
- You may also include the rates of diseases such as syphilis, gonorrhea, tuberculosis, Hepatitis C, and substance abuse that indicate a prevalence of high risk behaviors associated with HIV transmission.

In a narrative, discuss the epidemic in your service area as compared to State or EMA data. Discuss whether Part A or B estimates of unmet need, of people who know they are HIV positive but are not in care, apply to your service area. Discuss the similarities, differences, and trends noted in such areas as race, ethnicity, gender, and exposure category. Highlight any new groups that show a rapid growth in HIV or AIDS cases. What is the estimated rate of increase or decrease in the number of reported HIV or AIDS cases for this period? In this section, give baseline numbers if you use percentages, (e.g., this population grew 50 percent, from 100 to 150 people).

You may find other measures that show the impact on your community. Use data from a reliable source in this section of the application and clearly identify the source(s) for that data (e.g., the State Department of Health or the Centers for Disease Control and Prevention).

2) The Social Context of HIV/AIDS: Describe and discuss the social and economic characteristics of the community you propose to serve. Discuss the community infrastructure for primary health care services in general; including community health centers and other publicly funded entities. Focus your discussion on how these conditions have an impact on the provision of HIV services in your geographical area. If the information is available, you may compare characteristics of the general population with the characteristics of HIV infected persons in the community. Examples of questions you may address include:

- What percentage of the population is African Americans, Alaska Natives, Latinos, American Indians, Asian Americans, Native Hawaiians, and Pacific Islanders?
- What percentage of the population is homeless?
- What percentage of the population use drugs?
- What percentage of the population is unemployed?
- What percentage of the population is adolescent (ages 13-24)?
- What percentage of the population is uninsured?
- What percentage of the population lives below 100 % of the Federal Poverty Level?

The statistics that you include must be specific to the area from which the majority of the proposed clients will be drawn. Statistics from your State or larger area within your State may be cited for purposes of comparison or contrast. You also may include a description of other relevant characteristics of the target populations that affect their access to primary care. These factors may include primary language, citizenship status, education (e.g., high school graduation rate for the area), and access to transportation.

3) Target Populations: Clearly identify the populations that your organization will serve. It is important that you compare the populations you serve or propose to serve to the general population in your area. Specifically address the communities of color you serve or propose to target. **As stated in the National HIV/AIDS Strategy (NHAS), demonstrate how this addresses the NHAS goal: to reduce HIV-related health disparities.** Include statistics on persons most affected by the epidemic in your area, such as persons of color, women, and adolescents, as well as characteristics such as the general and adolescent pregnancy rate in the area. Address the insurance status in your target population for your program and your service area. Again, this information is shown most clearly in a table. To the extent possible, your presentation of the target population(s) should include the distribution by race/ethnicity, gender, age, and mode of HIV transmission for both your organization and for the proposed service area. Be sure to indicate the date and source for the data you provide. Identify trends that have occurred over the last three years as your organization has confronted increases or decreases among specific groups (e.g., a 10 percent increase from 200 to 220 in the number of African-American men who have sex with men seeking services).

4) The Local HIV Service Delivery System and recent changes: In this section you must show what HIV primary care services are currently available in your service area. Refer to a map of your service area that shows the locations of local providers of HIV primary health care in your area, and include this map as **Attachment 4** of your application.

Your presentation of the local HIV service delivery system should cover three broad areas: 1) The HIV service providers in your area, including your own organization, and the specific services they provide; 2) public funding for those services; and 3) the gaps in services in your area, particularly those that affect the populations which you have targeted. You may provide this information in a table.

- HIV service providers in your area, including your program: List the public and private organizations that provide HIV services in your area, the specific services each one provides, and, if possible, the number of unduplicated clients/patients each one serves annually. You may be able to find specific information through the Part A or Part B grantee as described above, the HRSA Geospatial data warehouse, <http://datawarehouse.hrsa.gov/>, and the HAB Web site at <http://hab.hrsa.gov/>.

- Public funding in support of HIV services in your area: Identify all Federal, State, and local funding sources for HIV prevention and care in the proposed service area. Include providers funded by the CDC, NIH, and SAMHSA. You may be able to find specific information through the HHS web site Tracking Accountability in Government Grants System, <http://taggs.hhs.gov/>.

Gaps in local services and barriers to care: Describe current unmet health needs and gaps in HIV primary medical care services for the targeted populations within the proposed service area. Discuss the populations, which are not currently being served and/or define what services are not available. Provide a brief description of the impact the gaps in services have on your clients. Describe the barriers that prevent them from receiving the services they need. If cultural/linguistic or gender gaps in services exist in your community, describe how you plan to address these gaps. Discuss the number and characteristics of persons who know they are HIV-infected but who are not receiving HIV primary medical care, as calculated by Part A and/or B in your area.

- Describe changes in the health care delivery system that affect your delivery of HIV primary care services, e.g., managed care, Medicaid, Medicare, availability of ADAP funding, State and local funding.

▪ *METHODOLOGY*

Sections 1-6 and the Work Plan are scored under Review Criterion 2: Response. Section 7 is scored under Review Criterion 4: Impact. Use this section to describe your organization's scope of work for each of the services as described. The minimal information you should provide in each of these sections is described below. Refer to the description of Program Requirements and Expectations included in Section I. Services must be consistent with Policy Notice 10-02 which is available at:

(<http://hab.hrsa.gov/manageyourgrant/pinspals/eligible1002.html>). You may provide additional information that will help reviewers to understand how your services are delivered and the policies and procedures that ensure that your program maintains professional standards of care.

1) **HIV Counseling, Testing, Referral, Partner Counseling, and Linking to Care**

- Describe how counseling, testing and referral services to be funded under this award will specifically target high risk individuals. Describe the steps taken to ensure the confidentiality or anonymity of clients and test results. **As stated in the National HIV/AIDS Strategy (NHAS), demonstrate how this addresses the NHAS goal: to reduce the number of people who become infected with HIV.**
- Describe special efforts over the most recent project period to increase enrollment in your services by persons most affected by the epidemic such as persons/communities of color, women and adolescents. For new applicants, describe your efforts over the past three years. **As stated in the National HIV/AIDS Strategy (NHAS), demonstrate how this addresses the NHAS goals: to increase access to care and optimize health outcomes for people living with HIV and to reduce HIV-related health disparities.**
- Describe how clients who test HIV-positive receive facilitated and timely referrals to primary care and other services.

- Describe how individuals who know they are positive but are not receiving primary medical care will be identified and enrolled in care.
- Describe policies and procedures for partner counseling services.
- Describe screening, education, and linking to care for Hepatitis B and C.
- Describe your agreements with pediatric/youth providers to facilitate transfer of HIV-positive youth and their medical information into adult care. Describe how you engage this population to keep them in care.

2) Medical Evaluation and Clinical Care

- Describe the proposed diagnostic and therapeutic services that will be funded under this award for preventing and treating the deterioration of the immune system and related conditions. Include a description of your protocols to provide care to new patients and ongoing patients. Include periodic medical evaluations, appropriate treatment of HIV infection, prophylactic and treatment interventions for complications of HIV infection, including opportunistic infections, opportunistic malignancies, and other AIDS defining conditions. **As stated in the National HIV/AIDS Strategy (NHAS), demonstrate how this addresses the NHAS goal: to increase access to care and optimize health outcomes for people living with HIV.**
- Describe plans for handling referrals to and enrollment in clinical trials offered through biomedical research facilities or community based organizations that conduct experimental treatments for HIV disease.
- Describe the on-site or contract laboratory that you plan to use to support CD4, viral load, and other tests. Discuss the availability of State laboratory reimbursement (Part B) programs.
- Discuss the availability of your State(s) AIDS Drug Assistance Program or other locally available pharmacy assistance programs.
- Describe plans for staff training related to HIV primary care. Describe training available through your area's AIDS Education and Training Centers (AETC) and the training received by your staff.
- Describe how consumers are or will be involved in decisions regarding their personal health care regimens.
- Describe the policy/procedure for after-hours and weekend coverage for urgent or emergency medical and dental care needs.
- If you are a new organization applying to replace an existing grantee, describe in detail how your organization will improve services to the existing patients, population and service area of the existing grantee. In addition, describe how you will transition services from the existing grantee to your organization. Describe the activities, time frames, and efforts to coordinate the transition of services in a way that does not disrupt or impede the delivery of Part C EIS services to the existing patient population.

3) Referral System

- Describe how referrals to specialty and subspecialty medical care and other health and social services will be provided, for all patients, insured and uninsured.
- Describe how referrals are tracked and followed up, including whether or not the appointment was kept and what the result was.
- Describe how coordination with admission/emergency room staff and discharge planners will occur during inpatient hospital visits.

4) Other Medical Services- describe how these services will be provided. If not funded under the grant, note the funding sources.

- Describe how oral health care (diagnostic, preventive, and therapeutic services) will be provided to patients with HIV infection.
- Describe how adherence education will be provided by a licensed clinician.
- Describe how outpatient mental health treatment services will be provided.
- Describe how substance abuse treatment services will be provided.
- Describe how nutritional services will be provided.
- Describe how you incorporate HIV prevention into medical care for persons living with HIV, including screening patients for behavioral risk, offering behavioral interventions, and providing partner counseling and referral services. **As stated in the National HIV/AIDS Strategy (NHAS), demonstrate how this addresses the NHAS goal: to reduce the number of people who become infected with HIV.**
- Describe any other Core Medical Services as listed in the budget section that are being provided. Include medical case management if provided under the grant.
- Describe how your program will assist clients in receiving financial support and services under Federal, State, or local programs providing health services, mental health services, social services or other appropriate services.

5) Support Services

- Describe targeted outreach efforts for specific communities of color you serve or propose to serve.
- Describe how your clients will have access to support services to achieve their HIV medical outcomes, including non-medical case management services, translation, transportation, and any other services provided in your budget.

6) MAI

If you are an existing grantee, note how much MAI funding your program received on the second page of the FY 2010 or 2011 NoA, usually listed under grant-specific program terms. If you currently do not receive MAI funding, this section does not apply.

If your award for FY2010 or 2011 lists MAI funds, your application must include a description of the MAI population(s) served by your program (African Americans, Alaska Natives, Latinos, American Indians, Asian Americans, Native Hawaiians, and/or Pacific Islanders). For each target population, you must describe briefly these items:

- The specific ethnic or minority group(s) your program serves.
- Outreach efforts of your program to recruit infected members of that group.
- How you identify infected persons who are members of that group.
- How you enroll these persons in care after you have identified them as infected.
- How you retain these persons in care after they are enrolled.

Also, provide the following CY 2010 data for each ethnic or minority group (a table format may be used):

- Number enrolled in care at the beginning of 2010.
- Number newly identified during 2010.
- Number newly enrolled during 2010.
- Number enrolled at the end of 2010 (Note: you must incorporate program attrition when calculating this number.)

Please do not use this section for any additional demographic information about the communities your program serves. Provide that in the Needs Assessment section.

7) Coordination and Linkages with Other HIV Programs

This section is scored in Review Criterion 4: Impact. Describe your participation, coordination and/or linkage(s) with other publicly funded HIV care and prevention programs in your proposed service area. Address the following:

Part A: If your program is in a Part A EMA or TGA, describe the level of Part A funds utilized in your community for Core Medical Services and Support Services that are proposed in this application. Identify how the expected expenditures of the grant are related to the planning process for localities funded under Part A. If your organization receives Part A funding:

- Identify the amount of funding you receive for each Part A service category, including the specific services supported and whether the funding supports FTE salaries or supports visits under a fee-for-service arrangement. If Part A funding is fee-for-service, describe how you ensure that Part A funding does not duplicate services by providers funded under Part C.
- Describe how the services proposed in this application are consistent with, but not duplicative of services supported by Part A.
- Include in Attachment 10 of your application a letter from the Part A Grantee of Record that documents your organization's involvement with Part A and in the Ryan White HIV/AIDS Program HIV Planning Council, if applicable. The letter must also address why Part C EIS funds are necessary to address the needs described in your application. If you cannot obtain this letter, explain why. Information about Part A is found at <http://hab.hrsa.gov/abouthab/parta.html>.

Part B: Identify how the expected expenditures of the grant are related to the planning process for States funded under Part B. Identify the amount of funding you receive for each Part B service category, including the specific services supported and whether the funding supports FTE salaries or supports visits under a fee-for-service arrangement. If Part B funding is fee-for-service, describe how you ensure that Part B funding does not duplicate services by providers funded under Part C. If your program is located in a State/territory that has created a Part B HIV Care Consortium, use this section to:

- Identify the amount of funding you receive for each Part B service category, including the specific services supported and whether the funding supports FTE salaries or supports visits under a fee-for-service arrangement. If Part B funding is fee-for-service, describe how you ensure that Part B funding does not duplicate services by providers funded under Part C.

- Describe how the services proposed in this application are consistent with, but not duplicative of services supported by Part B. Include in **Attachment 10** a letter from the Part B Grantee of Record documenting your organization's involvement in Part B activities. This letter must also explain why Part C EIS funds are needed to address the needs described in your application. If you cannot obtain a letter, explain why. Information about Part B is found at <http://hab.hrsa.gov/abouthab/partbstates.html>
- **Part C EIS:** If your program is located near other Part C EIS funded programs, explain how your program does not duplicate services provided in your proposed service area and target population. If there are other Part C EIS supported programs in your area, identify those organizations, and describe the mechanisms in place for collaborating with them, sharing resources, and ensuring against duplication of services.

Other Ryan White HIV/AIDS Program funded providers in your area: Describe your organization's participation, coordination and/or linkage with Part D; Part F Dental Reimbursement Program, Community Based Dental Partnership, or Special Projects of National Significance, if any exist in your area; and the nearest AIDS Education and Training Center.

HIV prevention activities in your area: Describe your organization's collaboration with ongoing HIV prevention activities in your area and how HIV-positive individuals are referred to your HIV primary care services. Describe the availability, accessibility, and your program's coordination/linkage with the CDC-funded HIV counseling, testing, referral, and prevention programs. Please include information on TB and STI control programs. Describe your program's collaboration with other organizations involved in prevention for those already HIV positive.

Other federally funded services in your area: Describe your organization's collaboration with primary health care services (if any exist in your area). These include publicly-funded Federally Qualified Health Centers, mental health and substance abuse treatment programs including those funded by SAMHSA, and research programs including those funded by NIH.

Because of space limitations, it is not necessary to include memoranda of agreement or understanding or contracts with other organizations in the application. Instead in **Attachment 12**, include a list of those organizations with which you have signed agreements with a brief description of what activities are covered. HRSA may request copies of those agreements and/or contracts as part of post-award administration.

▪ **WORK PLAN**

DCBP is recommending a **Work Plan Summary** format which simplifies the work plan to focus on measurable objectives for the required areas. Measurable objectives will be set for each area, for the first year of the proposed project period, and we recommend a table format with the objective areas listed on the left side, and the year of the project period across the top. Information previously included in work plan such as action steps, evaluation methods and person responsible will not be included here. You may wish to develop a more detailed work plan for internal use. Submit the Work Plan Summary as **Attachment 5**.

Please note that objectives in *Access to Care* and *Comprehensive, Coordinated Primary HIV Medical Care* should refer to the * number of unduplicated clients who are receiving the

service specifically funded under the Part C grant, rather than paid for by other funding sources, such as third party payers or other Ryan White HIV/AIDS Parts. This is a change from prior instructions. For *Clinical Quality Management Program* and *Consumer Activities* you may refer to the entire clinic enrollment. If you have contractors providing these services, combined numbers for all providers should be included. Services provided by other funding sources should not be included in your work plan; address them in the relevant part of the Methodology section. *A Part C eligible client is one who may not have a third party payer for services. This includes clients who are *partially insured* (they may have insurance, such as Medicaid, for part of the year, and be uninsured the rest of the year). It also includes *underinsured* clients. Underinsured status refers to those services not covered by insurance and therefore can be covered by Part C. Underinsured also refers to other PLWHA for whom there is not an available provider who accepts the client's insurance. For example: Medicaid pays for dental services but there are no dental providers in the service area who accept Medicaid.

Work Plan Objectives:

The Work Plan should cover four major areas, as well as any additional measurable objectives which are important in implementing your HIV Primary Care Program. **As stated in the National HIV/AIDS Strategy (NHAS), demonstrate how the Work Plan addresses the NHAS goal: to increase access to care and optimize health outcomes for people living with HIV.** CDC Prevention activities and generic outreach activities should not be included. Include the following:

- Access To Care

For the first year of the proposed project period, list:

- 1) The number of people to receive HIV counseling and testing funded by the award
- 2) The anticipated number of HIV positive tests from the above;
- 3) The number of **new HIV infected** patients to be enrolled into primary HIV medical care, regardless of testing site

- Comprehensive, Coordinated Primary HIV Medical Care

For the first year of the proposed project period, for services funded under the Part C grant, list:

- 1) The total number of patients to be provided primary HIV medical care services.
(Required)
- 2) The number of patients to be provided with mental health screening
- 3) The number of patients to be provided with mental health treatment
- 4) The number of patients to be provided with substance abuse screening
- 5) The number of patients to be provided with substance abuse treatment
- 6) The number of patients to be provided with Hepatitis B screening
- 7) The number of patients to be provided with Hepatitis C screening
- 8) The number of patients to be provided with care and treatment for Hepatitis C
- 9) The number of patients to be provided with oral health care
- 10) The number of patients to be provided with medical nutrition screening
- 11) The number of patients to be provided with medical nutrition therapy by a registered dietitian or licensed nutritionist
- 12) The number of patients to be provided with treatment adherence services provided by a qualified clinician
- 13) The number of patients to be provided with medical case management by a trained professional, including a written plan of care which is updated regularly

- 14) The number of specialty referrals
- 15) The number of patients for each of the support services you are providing to help individuals meet their HIV medical outcomes

- Clinical Quality Management Program

For the first year of the proposed project period:

List each performance measure that is included in an active quality improvement project. Most programs actively work on two or three at a time. For each year of the grant, include the number or percent which describes the anticipated improvement. As an example, percentage of eligible women receiving PAP tests, would show year 1 60%, year 2 70%, and year 3 80%.

- Consumer Involvement

For the first year of the proposed project period, list:

- 1) The number of unduplicated consumers involved in planning, implementation, and evaluation of your program activities
- 2) The number of consumer meetings
- 3) The number of improvements made as a result of consumer involvement in evaluation

- *RESOLUTION OF CHALLENGES*

This section is scored in Review Criterion 4: Impact. 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.

New applicants for existing service areas should describe clients receiving primary medical care each year for the past three years as follows:

- 1) The total number of clients,
 - 2) The number of new clients,
 - 3) The total number of clients with AIDS and with HIV non-AIDS,
 - 4) The total number of clients by race/ethnicity,
 - 5) The total number of clients by age ranges,
 - 6) The total number of clients by genders,
 - 7) The total number of clients by exposure category,
 - 8) For youth ages 13-24 and older youth who have transitioned into adult care, list the numbers perinatally and behaviorally infected, and
 - 9) The total number of clients by insurance status and/or Part A or B funding for primary care services. List Private, Medicaid, Medicare, Other Public- specify what it is, No Insurance, Part A, Part B, Part C.
- Provide a service transition plan outlining how you will serve the existing patients, populations, scope of services and service areas currently served by the grantee they intend to replace.
 - Describe how Ryan White HIV/AIDS funding will be the payer of last resort and how Part C will not duplicate other funding received for medical care.
 - Describe the average cost of care per patient (all patients- not just Part C funded) for each service category: outpatient medical care, oral health, outpatient mental health treatment, outpatient substance abuse treatment, nutritional services, and specialty care.

Progress Report (Current Grantees): The progress report consists of narrative information and a summary progress report on meeting work plan objectives. The progress report will count against the 80-page limit of the application.

Progress narrative:

- Summarize the major accomplishments for the project period, including program expansion activities, and describe the degree to which the objectives were achieved.
- Describe the factors that facilitated and hindered implementation of any of your project's goals, objectives and activities. Describe specific actions taken to overcome any barriers.
- Describe the average cost of care per patient (all patients- not just Part C funded) for each service category: outpatient medical care, oral health, outpatient mental health treatment, outpatient substance abuse treatment, nutritional services, and specialty care.
- Describe how Ryan White HIV/AIDS funding will be the payer of last resort and how Part C does not duplicate other funding received for medical care.
- Indicate whether one or more Part C EIS-specific site visits occurred during the most recent project period. For each site visit during the current project period, list the major program deficiencies cited, performance areas cited, and describe actions taken to correct deficiencies.
- Indicate whether you have received separate technical assistance from HAB. Describe the focus of the technical assistance. What has changed as a result of the technical assistance?

Summary progress report on work plan objectives (submit as Attachment 6):

- Your work plan progress summary should include a table, similar to the work plan summary described above, which shows the numerical objectives and results for **each** of the full calendar years of your most recent project period and the current calendar year to date (through September 30, 2011, or later if data are available). Please note that prior work plans included the entire program, not just those clients funded by Part C.
- For each year of the project period and each objective listed under the work plan requirements, list your objective as a number and your actual result as a number. Combine the information for your contractors so that the report is for your whole program.
- In a another table include the following information **for each calendar year** of your most recent project period:
 - 1) The amount of Part C EIS funding received (per budget year)
 - 2) The total number of clients,
 - 3) The number of new clients,
 - 4) The total number of clients with AIDS and with HIV non-AIDS
 - 5) The total number of clients by race/ethnicity,
 - 6) The total number of clients by age range,
 - 7) The total number of clients by gender,
 - 8) The total number of clients by exposure category,
 - 9) For youth ages 13-24 and older youth who have transitioned into adult care, list the numbers perinatally and behaviorally infected, and
 - 10) The total number of clients by insurance status and/or Part A or B funding for primary medical care services. List Private, Medicaid, Medicare, Other Public- specify what it is, No Insurance, Part A, Part B, Part C.
 - 11) The total number of clients with medical care paid for exclusively by Part C.

▪ *EVALUATION AND TECHNICAL SUPPORT CAPACITY*

This section is scored in *Review Criterion 3: Evaluative Measures*. In this section, you will describe your evaluation activities including quality management, as well as the information systems that support those activities. Your HIV's program's Quality Management Plan could be a useful resource.

Quality Management

- Infrastructure:
 - a. Describe the program's quality goals.
 - b. Describe the quality management infrastructure, including the key leaders and quality committee.
 - c. Describe the resources dedicated to quality management activities.
 - d. Describe the role of consumers in the Quality Management program.
 - e. Describe how the program monitors the effectiveness of the quality management infrastructure and the quality improvement activities.
- Performance Measurement:
 - a. Identify the clinical indicators used to measure performance.
 - b. Describe the data collection plan and process (e.g. frequency, key activities, responsible staff)
 - c. Describe the process for reporting and disseminating the results and findings.
 - d. Describe how data are used for quality improvement activities.
- Quality Improvement:
 - a. Describe the quality management approach to systematizing quality improvement activities.
 - b. Identify the areas for improvement your program identified over the last year.
 - c. It may be beneficial to provide an example of an HIV primary care quality improvement project that your program implemented.

Information Systems

The Ryan White HIV/AIDS Treatment Extension Act of 2009 has several new data requirements including the increased collection of medical information at the client level of service using a unique identifier, the collection of data only for funded services (those provided through Ryan White HIV/AIDS Program funding), and data transmission to HRSA/HAB electronically.

Discuss your current information system and its capacity to manage and report the required administrative and clinical data listed below.

- Ryan White Services Report (Client Level Data)
- The number of individuals provided early intervention services/primary care, counseling and testing, outreach, and case management services
- Demographic data on the clients receiving services, in total and for special funding initiatives
- Epidemiologic data on the population receiving services, including the extent of new TB infections, active cases, and multi-drug resistant-TB
- Exposure and diagnostic categories on the population receiving services
- The number of HIV infected individuals and the CDC classification of their disease
- Track and report the extent to which the costs of HIV-related health care are paid by third party payers, and how those funds are used

- The average costs of providing each category of early intervention service/primary care as described above

Describe if you use or plan to implement an electronic health record (EHR).

The HIV/AIDS Bureau requires that any EHR or EHR component purchased, in whole or in part, with Federal funds meet the Office of the National Coordinator for Health Information Technology (ONC) requirements for certification. To improve the quality of clinical data collected, HAB further requires that any EHR or EHR component be configured to report appropriate clinical data electronically for HAB reporting (www.hrsa.gov/healthit/ehrguidelines.html).

Additionally, the Department of Health and Human Services has released standards for the meaningful use of Electronic Health Records (EHRs). This is supported by the Centers for Medicare and Medicaid (CMS) with an incentive program for both Medicaid and Medicare providers. Clinical care providers under Ryan White HIV/AIDS Parts A [2604 (g) (1)], B [2617 (b) (7) (F)] and C [2652 (b) (1)] are required to participate in state Medicaid programs. Consequently, it is expected that such grantees and providers will begin to use a certified EHR in the provision of care; <http://www.cms.gov/ehrincentiveprograms>.

▪ **ORGANIZATIONAL INFORMATION**

This section is scored in Review Criterion 5: Resources/Capabilities. In this section, describe your organization's capacity and expertise to provide primary care by describing your administrative, fiscal, and clinical operations. At minimum, you should provide the following information:

- The mission of your organization. How does a Part C EIS project fit within the scope of this mission?
- The structure of your organization. Include in **Attachment 7** an Organizational Chart that clearly shows how your program is divided into departments, the professional staff positions that administer those departments, and the reporting relationships.
- Your organization's experience in providing HIV primary care services. Include primary medical and specialty care, mental health care, substance abuse services, and psychosocial support services. Also describe your organization's ability to respond to emerging populations with HIV.
- What systems are in place to ensure that the most recent HHS Guidelines, HIV/AIDS clinical standards and protocols are being followed?
- Your organization's experience with the fiscal management of grants and contracts. What kind of accounting system is in place? What internal systems are used to monitor grant expenditures? How will your organization manage and monitor subcontractor performance and compliance with Part C EIS requirements?
- Your knowledge of and ability to implement culturally and linguistically appropriate services.
- The status of the implementation of managed care contracts for persons with HIV.
- The discounted fee schedule that is being used and how it is implemented.
- The annual cap on individual patient charges related to HIV services and how it is monitored.
- How you verify client income for purposes of the fee schedule and caps on charges.
- How program income is collected, tracked, and used to support your HIV program.

- Your organization’s participation or intent to participate in the 340B Drug Pricing Program. If your organization purchases or reimburses for outpatient drugs, an assessment must be made to determine whether the organization’s drug acquisition practices meet Federal requirements regarding cost-effectiveness and reasonableness (see 42 CFR Part 50, Subpart E, and OMB Circulars A-Section 340B of the Public Health Service Act), and the assessment shows that participating in the 340B Drug Pricing Program and its Prime Vendor Program is the most economical and reasonable manner of purchasing or reimbursing for covered outpatient drugs (as defined in section 340B.), Failure to participate may result in a negative audit finding, cost disallowance or grant funding offset.

<u>Narrative Section</u>	<u>Generic Review Criteria</u>
Introduction	(1) Need
Needs Assessment	(1) Need
Methodology	(2) Response
Work Plan	(2) Response & (4) Impact
Resolution of Challenges	(4) Impact
Evaluation and Technical Support Capacity	(3) Evaluative Measures & (5) Resources/Capabilities
Organizational Information	(5) Resources/Capabilities
	(6) Support Requested – the budget section should include sufficient justification to allow reviewers to determine the reasonableness of the support requested.

x. Project/Performance Site Location(s)

Complete the Project Performance Site Location(s) Form provided with the application package. Include each site within your own system where you provide HIV primary care, and also each contracted site where your Part C grant funds support HIV primary care.

xi. Attachments

Please provide the following items 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. **All attachments count toward the application page limit.** Each attachment must be clearly labeled.

Attachment 1: Program-specific line item budgets, with a separate budget for each year of the proposed project period. These can be submitted in one spreadsheet, with optional use of separate worksheets.

Attachment 2: Job Descriptions for Vacant Key Personnel/Positions

Describe the affiliated duties for key vacant positions. Also describe the qualifications needed to fill the positions and the FTE associated with the position(s). Keep each to one page in length as much as is possible. You may find it helpful to supply this information in a table.

Attachment 3: Documentation of Medicaid and Medicare provider status and applicable facility licensure to provide clinical services. **Documentation for this application should be in the form of a table that identifies all providers' Medicaid and Medicare numbers and clinic licensure status, if applicable.** Include the Medicaid provider number(s) for employed and contracted primary care and specialty care provider(s). If clinic licensure is not required in your jurisdiction, describe how that can be confirmed in State regulation or other information. This information is required each year. Official documentation may be required prior to an award being made or in the post-award period.

Attachment 4: Map of Service Area, showing location of other HIV service providers

Attachment 5: Work Plan Summary, with measurable objectives for each year of the proposed project period.

Attachment 6: Summary Progress Report on Work Plan Objectives - A summary progress report covering the entire current project period (5 years) is **required** for competing continuation applications.

Attachment 7: Organizational chart

Attachment 8: Part C Additional Agreements and Assurances - Review the Part C EIS Additional Agreements and Assurances located in Appendix A. This document must be signed by the Authorized Organization Representative (AOR) and scanned.

Attachment 9: Letters from Part A and/or Part B. The letter must address why Part C EIS funds are necessary to address the needs described in your application. If you cannot obtain this letter, explain why.

Attachment 10: If applicable, copy of negotiated indirect cost rate agreement.

Attachment 11: If applicable, list of all provider organizations who have signed major contracts and/or memoranda of agreement, with a brief description of the covered activities.

Attachment 12: If applicable, justification for funding preference, which must be explicitly requested and justified in this attachment in order to receive it. The justification must demonstrate the existence of **ALL** of the specified factors for Qualification 1: Increased Burden in providing services, as described in section V.2, Review and Selection Process, Funding Preference, on page 50. Applicants who qualify for preference under Qualification 1 can request an additional preference under Qualification a: Rural Areas or Qualification b: Underserved. The additional request must also be justified in this attachment, as described on page 51.

Attachment 13-15: Optional attachments submitted by applicant. Please note that *all* optional attachments count toward the 80 page limit.

Letters of support other than those described in attachment 11 are not required. If you wish to submit them, include only letters of support which specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.) Letters of agreement and support must be dated. 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 *January 31, 2012 at 8:00 P.M. ET*. Applications completed online are considered formally submitted when the application has been successfully transmitted electronically by your organization's Authorized Organization Representative (AOR) through Grants.gov and has been validated by Grants.gov on or before the deadline date and time.

Receipt acknowledgement: Upon receipt of an application, Grants.gov will send a series of email messages advising you of the progress of your application through the system. The first will confirm receipt in the system; the second will indicate whether the application has been successfully validated or has been rejected due to errors; the third will be sent when the application has been successfully downloaded at HRSA; and the fourth will notify the applicant of the Agency Tracking Number assigned to the application.

The Chief Grants Management Officer (CGMO) or designee may authorize an extension of published deadlines when justified by circumstances such as natural disasters (e.g., floods or hurricanes) or other disruptions of services, such as a prolonged blackout. The CGMO or designee will determine the affected geographical area(s).

Late applications:

Applications which do not meet the criteria above are considered late applications and will not be considered in the current competition.

4. Intergovernmental Review

Part C is a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100. Executive Order 12372 allows states the option of setting up a system for reviewing applications from within their states for assistance under certain federal programs. Application packages made available under this funding opportunity will contain a listing of states which have chosen to set up such a review system, and will provide a State Single Point of Contact (SPOC) for the review. Information on states affected by this program and State Points of Contact may also be obtained from the Grants Management Officer listed in the Agency Contact(s) section, as well as from the following Web site:

http://www.whitehouse.gov/omb/grants_spoc.

All applicants other than federally recognized Native American Tribal Groups should contact their SPOC as early as possible to alert them to the prospective applications and receive any necessary instructions on the state process used under this Executive Order.

Letters from the SPOC in response to Executive Order 12372 are due sixty days after the application due date.

5. Funding Restrictions

Applicants responding to this announcement may request funding for a project period of up to 3 years, at no more than their total 2011 award, before any offset or carryover adjustments, per year, as described in Appendix B. Awards to support projects beyond the first budget year will

be contingent upon Congressional appropriation, 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:

- Part C EIS funds cannot be used to pay for inpatient services, hospice, residential treatment, clinical research, nursing home care, cash payments to clients, or purchasing or improving real property.
- Funds awarded under this announcement may not be used for the following purposes: research, fundraising expenses, lobbying activities and expenses, pre-award costs, foreign travel, or construction, unless it is minor alterations to an existing facility, to make it more suitable for the purposes of the grant program. In such case, prior authorization must be sought. Other non-allowable costs can be found in the Cost Principles located in Title 2 of the Code of Federal Regulations available online at http://www.access.gpo.gov/nara/cfr/waisidx_10/2cfrv1_10.html#1.
- No more than 10%, including planning and evaluation of the grant, may be expended for administrative expenses.
- At least 50% of the grant must be expended for EIS Services.
- At least 75% of the grant, after reserving funds for Clinical Quality Management and Administration, must be expended for Core Medical Services.
- It is a program expectation that grant funding spent on Clinical Quality Management will be kept to a reasonable level, consistent with Parts A and B.
- Payments for any item or service to the extent that payment has been made, or reasonably can be expected to be made, with respect to that item or service
 - under any State compensation program, insurance policy, Federal or State health benefits program, or
 - by an entity that provides health services on a prepaid basis (except for a program administered by or providing the services of the Indian Health Services).

6. Other Submission Requirements

As stated in Section IV.1, except in very rare cases HRSA will no longer accept applications in paper form. Applicants submitting for this funding opportunity are **required** to submit **electronically** through Grants.gov. To submit an application electronically, please use the APPLY FOR GRANTS section at <http://www.Grants.gov> . When using Grants.gov you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

It is essential that your organization **immediately register** in Grants.gov and become familiar with the Grants.gov site application process. If you do not complete the registration process you will be unable to submit an application. The registration process can take up to one month.

To be able to successfully register in Grants.gov, it is necessary that you complete all of the following required actions:

- Obtain an organizational Data Universal Numbering System (DUNS) number
- Register the organization with Central Contractor Registration (CCR)
- Identify the organization's E-Business Point of Contact (E-Biz POC)

- Confirm the organization’s CCR “Marketing Partner ID Number (M-PIN)” password
- Register and approve an Authorized Organization Representative (AOR)
- Obtain a username and password from the Grants.gov Credential Provider

Instructions on how to register, tutorials and FAQs are available on the Grants.gov web site at <http://www.grants.gov>. Assistance is also available 24 hours a day, 7 days a week (excluding federal holidays) from the Grants.gov help desk at support@grants.gov or by phone at 1-800-518-4726. Applicants should ensure that all passwords and registration are current well in advance of the deadline.

It is incumbent on applicants to ensure that the AOR is available to submit the application to HRSA by the published due date. HRSA will not accept submission or re-submission of incomplete, rejected, or otherwise delayed applications after the deadline. Therefore, you are urged to submit your application in advance of the deadline. If your application is rejected by Grants.gov due to errors, you must correct the application and resubmit it to Grants.gov before the deadline date and time. Deadline extensions will not be provided to applicants who do not correct errors and resubmit before the posted deadline.

If, for any reason, an application is submitted more than once prior to the application due date, HRSA will only accept the applicant’s last validated electronic submission prior to the application due date as the final and only acceptable submission of any competing application submitted to Grants.gov.

Tracking your application: It is incumbent on the applicant to track application by using the Grants.gov tracking number (GRANTXXXXXXXX) provided in the confirmation email from Grants.gov. More information about tracking your application can be found at <https://apply07.grants.gov/apply/checkAppStatus.faces>. Be sure your application is validated by Grants.gov prior to the application deadline.

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. Funding levels will be reviewed in reference to level of effort, progress, and performance described in this application. For current Part C EIS grantees, past performance in meeting legislative requirements and program expectations will be taken into account regarding continuation of funding and the level of funding awarded.

Review Criteria are used to review and rank applications. Applications will be scored on the basis of 100 points. Points will be allocated based on the extent to which the proposal addresses each of the criteria listed below. The Part C Early Intervention Services Program has six (6) review criteria:

Criterion 1: Need	10 points
Criterion 2: Response	23 points
Criterion 3: Evaluative Measures	15 points
Criterion 4: Impact	17 points
Criterion 5: Resources/Capabilities	10 points
Criterion 6: Support Requested	25 points
TOTAL	100 points

Criterion 1: Need (10 points)

This section corresponds to the Needs Assessment and Introduction sections of the application.

- The extent to which the applicant provides clear and reliable data showing an **increased** burden of HIV infection in the service area. **(up to 2 points)**
- The extent to which the applicant clearly describes the target population and the need for HIV-related health services in this population. The extent to which the applicant **addresses the NHAS goal: to reduce HIV-related health disparities. (up to 2 points)**
- The extent to which the applicant documents the public funding sources for HIV prevention and care in the proposed service area. **(up to 2 points)**
- The extent to which the applicant identifies unmet need, gaps in service and barriers to care. **(up to 2 points)**
- The extent to which the information in the application show a need for medical care paid by Part C for uninsured clients not covered by other Ryan White HIV/AIDS Parts. **(up to 2 points)**

Criterion 2: Response (23 points)

This section corresponds to the Methodology (Sections 1-6 and the Work Plan) section of the application.

- Evidence of sound HIV Counseling, Testing, Referral, Partner Counseling, and Linking to Care, including Hepatitis B and C which is targeted to those at high risk for HIV infection. If the applicant indicates that MAI funding has been received, the strength of the outreach, enrollment and retention in care for targeted groups must be reflected. **The extent to which the applicant addresses the NHAS goals: (1) to reduce the number of people who become infected with HIV, and; (2) to increase access to care and optimize health outcomes for people living with HIV. (up to 3 points)**
- Overall, the extent to which the applicant documents the ability of the organization to provide, internally and/or by contract, the full comprehensive continuum of HIV care, funded under the grant. The strength of the medical evaluation and clinical care systems (such as periodic medical evaluations, CD4 monitoring, viral load testing, antiretroviral therapy, prophylaxis and treatment of opportunistic infections, and malignancies). Evidence of adequate support for laboratory and pharmacy services, plans for staff education, and the involvement of consumers in decisions regarding their care. The extent to which the applicant describes a sound policy for after-hours and weekend coverage for urgent or emergency medical and dental care needs. The effectiveness of formal systems in place for referrals of individuals to health and support services that are not directly provided by the applicant. Evidence of mechanisms to follow-up on referrals and receive feedback from the providers of health and support services to which patients

are referred. The extent to which the applicant **addresses the NHAS goal: to increase access to care and optimize health outcomes for people living with HIV. (up to 10 points)**

- The extent to which the applicant documents the availability and funding sources of other core medical services, including outpatient oral health, adherence, mental health/substance abuse, and nutritional services. The extent to which HIV prevention services are incorporated into medical care. The extent to which the applicant explains how clients applying for financial support and services from other publicly funded programs will be assisted? **(up to 5 points)**
- The strength of the work plan summary as evidenced by measurable objectives that reflect, access to care, the comprehensive continuum of HIV care, quality improvement, and consumer involvement funded under the grant. **(up to 5 points)**

Criterion 3: Evaluative Measures (15 points)

This section corresponds primarily to the Evaluation and Technical Support Capacity section of the application.

- The clarity of the program's quality goals. **(up to 2 points)**
- The strength of the quality management infrastructure, including the key leaders and quality committee. The strength of resources dedicated to quality management activities. The appropriateness of the role of consumers in the Quality Management program. **(up to 2 points)**
- Evidence that the program monitors the effectiveness of the quality management infrastructure and the quality improvement activities. **(up to 1 point)**
- The appropriateness of clinical indicators used to measure performance and a clear indication of how results have prompted change in the delivery of clinical care. The extent to which the applicant describes how data are used for quality improvement activities. **(up to 6 points)**
- The extent to which the applicant demonstrates the ability to comply with reporting requirements of the program. The strength of the data collection plan and process (e.g., frequency, key activities, and responsible staff). The strength of the process for reporting and disseminating the results and findings. **(up to 2 points)**
- The effectiveness of the quality management approach to systemizing quality improvement activities. **(up to 2 points)**

Criterion 4: Impact (17 points)

This section corresponds to the overall application, Resolution of Challenges, Evaluation and Technical Support Capacity section (Quality Management) the Methodology (Section 7) and Attachments sections of the application.

- If a **current** grantee, the extent to which the applicant demonstrates adequate progress on the project period work plan, in narrative and in the Summary Progress Report

(Attachment 6). The extent to which the applicant has successfully implemented a Part C EIS program that meets program requirements. The appropriateness of the response to any site visit findings (e.g., major program deficiencies, performance areas and corrective actions). **(up to 7 points)**

- **Or**, if a **new** applicant, the level of demonstrated ability to provide HIV medical care demonstrated by the applicant. The applicant's demonstrated ability to meet Part C requirements. The soundness of the applicant's provided service transition plan, demonstrating how it will serve and improve services to, the existing patients, populations, scope of services and service areas currently served by the grantee they intend to replace. The extent to which the applicant describes appropriate activities, timelines and coordination of strategies to minimize any potential disruption of service. **(up to 7 points)**
- Whether current or new, the extent to which the applicant describes how their current program has had an impact on the community and on people living with HIV in the target area, its successes and its outcomes. Evidence that the evaluation plan that assesses the program's objectives and the impact of the program on the communities served will be broadly disseminated. Evidence that quality management improved care for people living with HIV. **The extent to which the applicant addresses the NHAS goal: to increase access to care and optimize health outcomes for people living with HIV. (up to 5 points)**
- The extent to which the applicant, whether current or new, accurately documents linkages, coordination and collaboration with other programs and providers, such as Part A, Part B, Part D, CDC funded counseling and testing programs, prevention programs, TB and STI control programs, other Ryan White HIV/AIDS Program funded programs, as well as Community Health Centers and programs funded by the NIH and SAMHSA. **The extent to which the applicant addresses the NHAS goal: to increase access to care and optimize health outcomes for people living with HIV. (up to 2 points)**
- The extent to which the applicant, whether current or new, accurately describes the total number of clients and the number of new clients receiving primary medical care in each of the last three years. The extent to which the applicant provides information about service and demographic information. **(up to 3 points)**

Criterion 5: Resources/Capabilities (10 points)

This section corresponds to the Staffing Plan, Organizational Information, and Attachments sections of the application.

- The extent to which project personnel are qualified by training and/or experience to provide early intervention services under the grant. The appropriateness of the staffing plan (includes the full range of information requested, combining the elements of job descriptions and biographical sketches). The strength of the systems in place to ensure that the most recent HIV/AIDS clinical standards and protocols will be followed. **(up to 2 points)**
- Evidence of the organization's ability to implement the proposed project. The strength of the organization's mission, structure and experience which support the provision of HIV

Primary care services as evidenced by the clinic licensure information and organizational chart. **(up to 3 points)**

- Overall, the strength of the organization's fiscal and Management Information Systems (MIS) capacity to manage this grant, and meet program requirements including monitoring grant expenditures, a discounted fee schedule, annual cap on patient charges, and collecting, tracking and using program income to support the HIV program. If applicable, the applicant's demonstration of the ability to manage and monitor subcontractor performance and compliance with Part C EIS requirements. **(up to 3 points)**
- The appropriateness of the level of involvement of consumers in the development, implementation, and evaluation of the Part C EIS program. **(up to 1 point)**
- Evidence of the applicant's knowledge of and ability to implement culturally and linguistically appropriate services. **(up to 1 point)**

Criterion 6: Support Requested (25 Points)

This section corresponds to the budget documents, Resolution of Challenges/Progress Report and the Attachment sections of the application.

- The appropriateness of the requested funding level for each year of the three-year project period in comparison to the level of effort, performance, and total number of patients served. The reasonableness of the average cost of care for each service category. For all applicants, the number of new and ongoing patients, the number of patients with AIDS, and the number of patients with no form of third party reimbursement or funding from Part A or B will be considered. For current grantees, reviewers will consider progress in achieving their objectives. For new applicants, reviewers will consider the numbers reported in the resolution of challenges section and the objectives in the work plan summary. **(up to 10 points)**
- The extent to which the budget allocates resources to ensure that at least **50 percent** of funds are for the provision of early intervention services, as described in the legislation: laboratory testing, clinical and diagnostic services, periodic medical evaluations, therapeutic measures, and referrals for health and support services. Evidence that the amount of licensed medical provider time is reasonable for the number of patients and whether the supportive positions are in reasonable proportion to the provider time requested. The extent to which the budget allocates resources to ensure that at least **75 percent** of funds are for the provision of core medical services, after funds are reserved for clinical quality management and administration. The extent to which financial resources for clinical quality management are allocated at a reasonable level. The extent to which the budget adheres to the **10 percent** limit on administrative costs. The extent to which the applicant **addresses the NHAS goal: to increase access to care and optimize health outcomes for people living with HIV.** **(up to 10 points)**
- The reasonableness of the 424A Section B and program-specific line item budget for each budget period in the proposed project period. The clarity of the presented budget justification narrative that fully explains each line item. For subsequent budget years, the extent to which the applicant highlights changes from year one or clearly indicates that

there are no substantive changes from year one. The extent to which the line item; budget justification narrative and 424A match. **(up to 5 points)**

As part of this review, reviewers will be asked to recommend the amount of funding the grantee should receive, based on the scoring criteria above.

2. Review and Selection Process

The Division of Independent Review is responsible for managing objective reviews within HRSA. With the exception of situations in which only one application is received for a given service area, applications competing for federal funds receive an objective and independent review performed by a committee of experts qualified by training and experience in particular fields or disciplines related to the program being reviewed. In selecting review committee members, other factors in addition to training and experience may be considered to improve the balance of the committee, e.g., geographic distribution. Each reviewer is screened to avoid conflicts of interest and is responsible for providing an objective, unbiased evaluation based on the review criteria noted above. The committee provides expert advice on the merits of each application to program officials responsible for final selections for award.

Applications that pass the initial HRSA eligibility screening will be reviewed and rated by a panel based on the program elements and review criteria presented in relevant sections of this funding opportunity announcement. In situations in which only one application is received for a given service area, the application must pass the initial HRSA eligibility screening. It will then be reviewed by an internal objective review committee of experts. The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application.

Funding Preferences

The Ryan White HIV/AIDS Program establishes a funding preference for some applicants, consistent with section 2653 of the PHS Act. Applicants qualified for the preference will be placed in a more competitive position among applications for funding. Applications that do not qualify for a funding preference will be given full and equitable consideration during the review process. The law provides that a funding preference be granted to any qualified applicant that specifically requests the preference and meets the qualification for the preference as follows: **(Please note: if Qualification 1 is not met, then Qualifications a and b are not applicable.)**

Qualification 1: Increased Burden

An applicant can request a funding preference if they demonstrate an increase in the burden of providing services regarding HIV disease, over the past two years and for the geographic service area for the applicant. The applicant must demonstrate the existence of **ALL** the following factors: the number of cases of HIV/AIDS; the rate of increase of HIV/AIDS cases; the lack of availability of early intervention services from all sources; the number and rate of increase of cases of other sexually transmitted diseases, tuberculosis, drug abuse, co-infection with HIV/AIDS and hepatitis B or C; the lack of primary health providers other than the applicant; the distance between the applicant's service area and a community that has an adequate level of availability of appropriate HIV-related services, and the length of time required for patients to travel that distance.

Qualification a: Rural Areas

Of applicants who qualify for preference under Qualification 1, an applicant can also request a funding preference if they provide services in rural areas (outside urbanized areas and urban clusters as described by the U.S. Census Bureau).

Qualification b: Underserved

Of applicants who qualify for preference under Qualification 1, an applicant can also request funding preferences if they provide services in areas that are underserved with respect to Early Intervention Services. The Ryan White HIV/AIDS Program funds Early Intervention Services under Parts A, B and C. Applicants requesting a funding preference due to Early Intervention Services being underserved in a particular area must demonstrate that the area is underserved, including funding received under Parts A, B and C in order to qualify.

3. Anticipated Announcement and Award Dates

It is anticipated that awards will be announced prior to the start date of July 1, 2012.

VI. Award Administration Information

1. Award Notices

Each applicant will receive written notification of the outcome of the objective review process, including a summary of the expert committee's assessment of the application's strengths and weaknesses, and whether the application was selected for funding. Applicants who are selected for funding may be required to respond in a satisfactory manner to Conditions placed on their application before funding can proceed. Letters of notification do not provide authorization to begin performance.

The Notice of Award sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. Signed by the Grants Management Officer, it is sent to the applicant's Authorized Organization Representative, and reflects the only authorizing document. It will be sent prior to the start date of July 1, 2012.

2. Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outlined in 45 CFR Part 74 [Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations](#) or 45 CFR Part 92 [Uniform Administrative Requirements For Grants And Cooperative Agreements to State, Local, and Tribal Governments](#), as appropriate.

HRSA grant and cooperative agreement awards are subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on recipient type and purpose of award. This includes, as applicable, any requirements in Parts I and II of the HHS GPS that apply to the award. The HHS GPS is available at <http://www.hrsa.gov/grants/>. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory,

regulatory, or award-specific requirements to the contrary (as specified in the Notice of Award).

Trafficking in Persons

Awards issued under this funding opportunity announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.hrsa.gov/grants/trafficking.html>. If you are unable to access this link, please contact the Grants Management Specialist identified in this funding opportunity to obtain a copy of the Term.

Smoke-Free Workplace

The Public Health Service strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. Further, Public Law 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care or early childhood development services are provided to children.

Cultural and Linguistic Competence

HRSA programs serve culturally and linguistically diverse communities and multiple cultures. Although race and ethnicity are often thought to be dominant elements of culture, HRSA funded programs embrace a broader definition to include language, gender, socio-economic status, sexual orientation and gender identity, physical and mental capacity, age, religion, housing status, and regional differences. Organizational behaviors, practices, attitudes, and policies across all HRSA-supported entities respect and respond to the cultural diversity of communities, clients and students served. HRSA is committed to ensuring access to quality health care for all. Quality care means access to services, information, materials delivered by competent providers in a manner that factors in the language needs, cultural richness, and diversity of populations served. Quality also means that, where appropriate, data collection instruments used should adhere to culturally competent and linguistically appropriate norms. For additional information and guidance, refer to the National Standards for Culturally and Linguistically Appropriate Services in Health Care (CLAS) published by HHS and available online at <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>. Additional cultural competency and health literacy tools, resources and definitions are available online at <http://www.hrsa.gov/culturalcompetence> and <http://www.hrsa.gov/healthliteracy>.

PUBLIC POLICY ISSUANCE

Healthy People 2020

Healthy People 2020 is a national initiative led by HHS that sets priorities for all HRSA programs. The initiative has four overarching goals: (1) Attain high-quality, longer lives free of preventable disease, disability, injury, and premature death; (2) Achieve health equity, eliminate disparities, and improve the health of all groups; (3) Create social and physical environments that promote good health for all; and (4) Promote quality of life, healthy development, and healthy behaviors across all life stages. The program consists of over 40 topic areas, containing measurable objectives. HRSA has actively participated in the work groups of all the topic areas and is committed to the achievement of the Healthy People 2020 goals. More information about Healthy People 2020 may be found online at <http://www.healthypeople.gov/>.

Health IT

Health information technology (Health IT) provides the basis for improving the overall quality, safety and efficiency of the health delivery system. HRSA endorses the widespread and consistent use of health IT, which is the most promising tool for making health care services more accessible, efficient and cost effective for all Americans.

Related Health IT Resources:

- [Health Information Technology \(HHS\)](#)
- [What is Health Care Quality and Who Decides? \(AHRQ\)](#)

3. Reporting

The successful applicant under this funding opportunity announcement must comply with the following reporting and review activities:

a. Audit Requirements

Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at http://www.whitehouse.gov/omb/circulars_default.

b. Payment Management Requirements

Submit a quarterly electronic Federal Financial Report (FFR) Cash Transaction Report via the Payment Management System. The report identifies cash expenditures against the authorized funds for the grant or cooperative agreement. The FFR Cash Transaction Reports must be filed within 30 days of the end of each calendar quarter. Failure to submit the report may result in the inability to access award funds. Go to <http://www.dpm.psc.gov> for additional information.

c. Status Reports

1) **Federal Financial Report.** The Federal Financial Report (SF-425) is required within 90 days of the end of each budget period. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically through EHB. More specific information will be included in the Notice of Award.

2) **Progress Report(s).** The awardee must submit a progress report to HRSA on an annual basis. Submission and HRSA approval of your Progress Report(s) triggers the budget period renewal and release of subsequent year funds. Further information will be provided in the award notice.

3) **Final Report(s).** A final report is due within 90 days after the project period ends. The final report collects program-specific goals and progress on strategies; core performance measurement data; impact of the overall project; the degree to which the grantee achieved the mission, goal and strategies outlined in the program; grantee objectives and accomplishments; barriers encountered; and responses to summary questions regarding the grantee's overall experiences over the entire project period. The final report must be submitted on-line by awardees in the Electronic Handbooks system at <https://grants.hrsa.gov/webexternal/home.asp>.

4) Submit the annual **Ryan White HIV/AIDS Program Services Report (RSR)**, which consists of grantee, service provider, and client level reports via the HRSA Electronic Handbook.

5) Submit an **Allocation Report**, due 60 days after the start of the budget period, and an **Expenditure Report**, due 90 days after the end of the budget period. These reports account for the allocation and then expenditure of all grant funds according to the specific core medical services, support services, clinical quality management, and administration. Data for these reports will be uploaded to a secure HRSA server via the HRSA Electronic Handbook. The forms to report this information for all parts of the Ryan White HIV/AIDS Program were extended by the Office of Management and Budget on March 21, 2011, OMB Number 0915-0318.

6) Submit, every two (2) years, to the lead State agency for Part B, audits consistent with Office of Management and Budget Circular A-133, regarding funds expended in accordance with this title and include necessary client level data to complete unmet need calculations and the Statewide Coordinated Statements of Need process.

d. Transparency Act Reporting Requirements

New awards (“Type 1”) issued under this funding opportunity announcement are subject to the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Pub. L. 109–282), as amended by section 6202 of Public Law 110–252, and implemented by 2 CFR Part 170. Grant and cooperative agreement recipients must report information for each first-tier subaward of \$25,000 or more in Federal funds and executive total compensation for the recipient’s and subrecipient’s five most highly compensated executives as outlined in Appendix A to 2 CFR Part 170 (FFATA details are available online at <http://www.hrsa.gov/grants/ffata.html>). Competing continuation awardees, etc. may be subject to this requirement and will be so notified in the Notice of Award.

VII. Agency Contacts

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

Shelia Burks, Grants Management Specialist
Attn.: Ryan White HIV/AIDS Part C EIS
HRSA Division of Grants Management Operations, OFAM
Parklawn Building, Room 12A-07
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-6452
Email: sburks@hrsa.gov

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

Robert Settles
Deputy Chief, Southern Region Branch

Division of Community Based Programs
Attn: Ryan White HIV/AIDS Part C EIS
HIV/AIDS Bureau, HRSA
Parklawn Building, Room 7A-30
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-1049
Fax: (301) 443-1839
Email: rsettles@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
E-mail: support@grants.gov
iPortal: <http://grants.gov/iportal>

VIII. Tips for Writing a Strong Application

A concise resource offering tips for writing proposals for HHS grants and cooperative agreements can be accessed online at:

<http://www.hhs.gov/asrt/og/grantinformation/apptips.html>.

Appendix A: Additional Agreements & Assurances

Ryan White HIV/AIDS Treatment Extension Act of 2009, Part C EIS

The authorized representative of the applicant must include a signed and scanned original copy of the attached form with the grant application. This form lists the program assurances which must be satisfied in order to qualify for a Part C grant.

NOTE: The text of the assurances has been abbreviated on this form for ease of understanding; however, grantees are required to comply with all aspects of the assurances as they are stated in the Act.

I, the authorized representative of _____ in applying for a grant under Part C of Title XXVI, Public Health Service Act, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009, P.L. 111-87, 42 U.S.C. 300ff-51 - 300ff-67, hereby certify that:

I. As required in section 2651:

A. Grant funds will be expended only for providing core medical services as described in subsection (c), support services as described in subsection (d) and administrative expenses as described in section 2664(g)(3).

B. Grant funds will be expended for the purposes of providing, on an outpatient basis, each of the following early intervention required services:

1. Counseling individuals with respect to HIV disease in accordance with section 2662;
2. Testing to confirm the presence of HIV infection; to diagnose the extent of immune deficiency; to provide clinical information on appropriate therapeutic measures for preventing and treating the deterioration of the immune system and for preventing and treating conditions arising from the disease;
3. Other clinical preventive and diagnostic services regarding HIV disease, and periodic medical evaluations of individuals with the disease;
4. Providing the therapeutic measures described in 2 above; and
5. Referrals described in section 2651(e)(2);

C. Grantee will expend not less than 50% of grant funds awarded for activities described in 2-5 above.

D. After reserving funds for administration and clinical quality management, grantee will use not less than 75% of the remaining grant funds to provide core medical services that are needed in the area involved for individuals with HIV/AIDS who are identified and eligible under this title (including services regarding the co-occurring conditions of the individuals).

E. Each of the early intervention services in A. will be available through the applicant entity, either directly or through public or nonprofit private entities, or through for-profit entities if such entities are the only available provider of quality HIV care in the area.

F. A small proportion of grant funds may also be expended to provide the support services that are needed for individuals with HIV/AIDS to achieve their medical outcomes.

II. As required under section 2652(b), all providers of services available in the Medicaid State plan must have entered into a participation agreement under the State plan and be qualified to receive payments under such plan, or receive a waiver from this requirement.

III. As required under section 2654(a): Provisions of services to persons with hemophilia will be made and/or coordinated with the network of comprehensive hemophilia diagnostic and treatment centers.

- IV. As required under section 2661(a): The confidentiality of all information relating to the person(s) receiving services will be maintained in accordance with applicable law.
- V. As required under section 2661(b): Informed consent for HIV testing will be obtained.
- VI. As required under section 2662: The applicant agrees to provide appropriate counseling services, under conditions appropriate to the needs of individuals.
- VII. As required under section 2663: All testing that is conducted with Ryan White HIV/AIDS Program funds will be carried out in accordance with sections 2661 and 2662.
- VII. As required under section 2664(a)(1)(C) Information regarding how the expected expenditures under the grant are related to the planning process for localities funded under part A (including the planning process described in section 2602) and for States funded under part B (including the planning process described in section 2617(b)) will be submitted.
- IX. As required under section 2664(a)(1)(D) A specification of the expected expenditures and how those expenditures will improve overall client outcomes, as described in the State plan under section 2517(b) will be submitted.
- X. As required under section 2664(a)(2): A report to the Secretary in the form and on the schedule specified by the Secretary will be submitted.
- XI. As required under section 2664(a)(3) Additional documentation to the Secretary regarding the process used to obtain community input into the design and implementation of activities related to the grant will be submitted.
- XII. As required under section 2664(a)(4) Audits regarding funds expended under Part C will be submitted every 2 years to the lead State agency under section 2617(b)(4) and will include necessary client level data to complete unmet need calculations and the Statewide Coordinated Statements of Need process.
- XII. As required under section 2664(b): To the extent permitted under State law, regulation or rule, opportunities for anonymous counseling and testing will be provided.
- XIV. As required under section 2664(c): Individuals seeking services will not have to undergo testing as a condition of receiving other health services.
- XV. As required under section 2664(d): The level of pre-grant expenditures for early intervention services will be maintained at the level of the year prior to the grant year.
- XVI. As required under section 2664(e): A sliding fee schedule with limits and conditions specified in section 2664 (e) will be utilized.
- XVII. As required under section 2664(f): Funds will not be expended for services covered, or which could reasonably be expected to be covered, under any State compensation program, insurance policy, or any Federal or State health benefits program (except for a program administered by or providing services of the Indian Health Service); or by an entity that provides health services on a prepaid basis.
- XVIII. As required under section 2664(g): Funds will be expended only for the purposes awarded, such procedures for fiscal control and fund accounting as may be necessary will be established, and not more than 10 percent of the grant will be expended for administrative expenses, including planning and

evaluation, except that the costs of a clinical quality management program may not be considered administrative expenses for the purposes of such limitation.

XIX. As required under section 2667: Agreement that counseling programs shall not be designed to promote, or encourage directly, intravenous drug abuse or sexual activity, homosexual or heterosexual; shall be designed to reduce exposure to and transmission of HIV/AIDS by providing accurate information; shall provide information on the health risks of promiscuous sexual activity and intravenous drug abuse; and shall provide information on the transmission and prevention of hepatitis A, B, and C, including education about the availability of hepatitis A and B vaccines and assisting patients in identifying vaccination sites.

XX. As required under section 2681: Assure that services funded will be integrated with other such services, coordinated with other available programs (including Medicaid), and that the continuity of care and prevention services of individuals with HIV is enhanced.

XXI. As required under section 2684: No funds will be used to fund AIDS programs, or to develop materials, designed to promote or encourage, directly, intravenous drug use or sexual activity, whether homosexual or heterosexual.

Signature: _____ Date: _____

Title: _____

Appendix B: Service Areas

These service areas have project periods ending **June 30, 2012**, and are up for competition for **July 1, 2012**. New proposals to replace existing grantees are expected to cover the entire service area of the existing grantee. Each grantee's service area is listed separately.

Service areas for project periods ending June 30, 2012

Grantee Name	Grantee City	Grantee State	Amount	Service Area
Anchorage Neighborhood Health Center	Anchorage	AK	\$379,218	Anchorage Borough, Matanuska-Sustina Borough
Jefferson Comprehensive Care System	Pine Bluff	AR	\$667,306	Arkansas, Ashley, Chicot, Desha, Drew, Jefferson, Lincoln, Lonoke, Prairie, Pulaski
Clinica Sierra Vista	Bakersfield	CA	\$345,005	Kern
El Proyecto Del Barrio	Arleta	CA	\$209,196	Los Angeles
Venice Family Clinic	Venice	CA	\$362,076	Los Angeles
Optimus Health Care, Inc.	Bridgeport	CT	\$522,696	Fairfield, New Haven
Southwest Community Health Center	Bridgeport	CT	\$521,233	Fairfield
Community Health Services, Inc.	Hartford	CT	\$385,125	Hartford
Collier Health Services	Immokalee	FL	\$534,326	Collier
Jessie Trice Community Health Center, Inc.	Miami Springs	FL	\$775,929	Dade, Liberty
North Broward Hospital District	Ft Lauderdale	FL	\$952,729	Broward
District Four Health Services	LaGrange	GA	\$416,871	Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar, Meriwether, Pike, Spalding, Troup, Upson
Community Health Care, Inc.	Davenport	IA	\$343,290	Appanoose, Cedar, Clinton, Davis, Des Moines, Hancock, Henry, Iowa, Jackson, Jefferson,

				Johnson, Keokuk, Lee, Luisa, Mahaska, Monroe, Muscatine, Poweshiek, Scott, Van Buren, Wapello, Warren, Washington
Primary Health Care, Inc.	Des Moines	IA	\$420,005	Dallas, Polk, Warren
Heartland Cares, Inc.	Paducah	KY	\$669,435	Illinois: Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Johnson, Massac, Perry, Pope, Pulaski, Randolph, Saline, Union, Washington, White, Williamson; Kentucky: Allen, Ballard, Butler, Caldwell, Calloway, Carlisle, Christian, Crittenden, Edmonson, Fulton, Graves, Hart, Hickman, Hopkins, Logan, Marshall, Mccracken, Monroe, Muhlenberg, Pike, Simpson, Todd, Trigg
Capitol City Family Health Center, Inc.	Baton Rouge	LA	\$438,750	Ascension, East Baton Rouge, Feliciana, Iberville, Point Coupee, West Baton Rouge, West Feliciana
East Boston Neighborhood Health Center	East Boston	MA	\$347,338	Suffolk
Family Health Center Of Worcester, Inc.	Worcester	MA	\$570,475	Worcester
Greater New Bedford Community Health Ctr	New Bedford	MA	\$708,962	Bristol
Harbor Health Services	Dorchester	MA	\$368,556	Norfolk, Suffolk

Outer Cape Health Services, Inc.	Truro	MA	\$186,736	Barnstable
Detroit Community Health Connection	Detroit	MI	\$666,650	Wayne
Delta Regional Medical Center	Greenville	MS	\$292,500	Bolivar, Sunflower, Washington
Yellowstone City & County Health Department	Billings	MT	\$424,459	Beaverhead, Big Horn, Blaine, Broadwater, Carbon, Carter, Cascade, Chouteau, Daniels, Dawson, Deer Lodge, Fallon, Fergus, Flathead, Gallatin, Garfield, Glacier, Granite, Hill, Lake, Liberty, Lincoln
Tri-county Community Health	Newton Grove	NC	\$338,218	Cumberland, Duplin, Hartnett, Johnston, Sampson
UMDNJ - Robert Wood Johnson Medical School	New Brunswick	NJ	\$579,986	Hunterdon, Mercer, Middlesex, Monmouth, Somerset, Union
Bronx Community Health Network	Bronx	NY	\$1,043,477	Bronx
Hudson River Health Care	Peekskill	NY	\$974,711	Columbia, Dutchess, Orange, Putnam, Sullivan, Ulster, Westchester
Family First Health Corporation	York	PA	\$592,598	Adams, York
Greater Philadelphia Health Action, Inc.	Philadelphia	PA	\$698,263	Philadelphia
Migrant Health Center, Western Region, Inc	Mayaguez	PR	\$889,800	Aguada, Aguadilla, Anasco, Cabo Rojo, Guanica, Hormigueros, Isabela, Lajas, Las Marias, Maricao, Mayaguez, Rincon, Sabana Grande, San German, San Sebastian
Beaufort-Jasper Comprehensive Hlth. Services, Inc.	Ridgeland	SC	\$476,049	Beaufort, Hampton, Jasper

Chattanooga C.A.R.E.S.	Chattanooga	TN	\$292,500	Hamilton
Metropolitan Interdenominational Church	Nashville	TN	\$217,712	Davidson
El Centro Del Barrio, Inc.	San Antonio	TX	\$623,161	Bexar
Centra Health, Inc	Lynchburg	VA	\$182,267	Amherst, Appomattox, Bedford City, Campbell, Pittsylvania
Fletcher Allen Health Care	Burlington	VT	\$580,506	Addison, Bennington, Caledonia, Essex, Franklin, Grand Isle, Lamoille, Orange, Orleans, Rutland, Washington, Windham, Windsor
Milwaukee Health Services, Inc.	Milwaukee	WI	\$593,322	Milwaukee
Univ Of Wisconsin - Madison	Madison	WI	\$623,975	Adams, Buffalo, Calumet, Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jackson, Jefferson, Juneau, La Crosse, Lafayette, Marquette, Monroe, Pepin, Richland, Rock, Sauk, Sheboygan, Vernon, Waupaca, Waushara, Winnebago