

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



Health Resources & Services Administration

HIV/AIDS Bureau
Division of Metropolitan HIV/AIDS Programs

***Ryan White HIV/AIDS Program Part A
HIV Emergency Relief Grant Program***

Funding Opportunity Number: HRSA-18-066
Funding Opportunity Type(s): Competing Continuation
Catalog of Federal Domestic Assistance (CFDA) Number: 93.914

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2018

Application Due Date: October 30, 2017

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

Issuance Date: August 30, 2017

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Authority: Public Health Service Act, Sections 2601-2610, and 2693 (42 USC 300ff-11 – 300ff-20, and 300ff-121), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87)

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB), Division of Metropolitan HIV/AIDS Programs (DMHAP) is accepting applications for fiscal year (FY) 2018 Ryan White HIV/AIDS Program (RWHAP) Part A HIV Emergency Relief Grant Program. The purpose of this program is to provide direct financial assistance to an Eligible Metropolitan Area (EMA) or a Transitional Grant Area (TGA) that has been severely affected by the HIV epidemic. This competition is open to Part A jurisdictions to provide RWHAP services in the geographic service areas, as described in [Appendix B](#).

Eligible jurisdictions may apply for an amount up to the defined funding ceiling listed in [Appendix B](#), which represents a level five percent above the final FY 2017 award.

Funding Opportunity Title:	Ryan White HIV/AIDS Program Part A HIV Emergency Relief Grant Program
Funding Opportunity Number:	HRSA-18-066
Due Date for Applications:	October 30, 2017
Anticipated Total Annual Available FY 2018 Funding:	\$619,617,500, of which approximately \$9,572,100 will be used for priority funding, and \$51,208,700 will be available for MAI funding.*
Estimated Number and Type of Award(s):	Up to 52 grants
Estimated Award Amount:	Varies, see Appendix B
Cost Sharing/Match Required:	No
Project Period/Period of Performance:	March 1, 2018 through February 28, 2019 (one (1) year)
Eligible Applicants:	RWHAP Part A recipients that are classified as an EMA or as a TGA and continue to meet the eligibility criteria as defined in the statute are eligible to apply for these funds. See Section III-1 of this notice of funding opportunity (NOFO), formerly known as the funding opportunity announcement (FOA), for complete eligibility information.

*Estimated annual available funding level based on current projections.

Application Guide

You (the applicant organization/agency) are responsible for reading and complying with the instructions included in HRSA's *SF-424 Application Guide*, available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf>, except where

instructed in this NOFO to do otherwise. A short video explaining the *Application Guide* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

Technical Assistance

All interested applicants are encouraged to participate in a technical assistance (TA) webinar for this funding opportunity. The purpose of this webinar is to assist potential applicants in preparing applications that address the requirements of this funding notice. Participation in the pre-application TA webinar is optional.

The following technical assistance webinar has been scheduled:

Day and Date: Tuesday, September 12, 2017

Time: 2 p.m. – 4 p.m. ET

Call-In Number: 1-888-810-5901

Participant Code: 8028761

Weblink: https://hrsa.connectsolutions.com/dmhap_fy18/

The pre-application technical assistance webinar will be recorded and should be available for viewing after September 22, 2017 at [Target Center Webinar and Call Archives](#).

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I. Program Funding Opportunity Description

1. Purpose

This notice solicits applications for the Ryan White HIV/AIDS Program (RWHAP) Part A HIV Emergency Relief Grant Program. RWHAP Part A provides direct financial assistance to an eligible metropolitan area (EMA) or a transitional grant area (TGA) that has been severely affected by the HIV epidemic. Grant funds assist eligible jurisdictions to develop or enhance access to a comprehensive continuum of high quality, community-based care for low-income people living with HIV (PLWH) through the provision of formula, supplemental, and Minority AIDS Initiative (MAI) funds.

RWHAP Part A recipients must provide comprehensive primary health care and support services throughout the entire designated geographic service area. The goal is to provide optimal HIV care and treatment for low-income, uninsured, and underserved PLWH to improve their health outcomes. **Your application must address the entire service area, as defined in [Appendix B](#).**

Comprehensive HIV care consists of core medical services and support services that enable PLWH and those affected by HIV to access and remain in HIV primary medical care to improve their medical outcomes. Based on an annual assessment of the services and gaps in the HIV care continuum within a jurisdiction, HIV Planning Councils/Planning Bodies (PC/PB) and recipients identify specific service categories to fund. Funded service categories should facilitate improvements at specific stages of the HIV care continuum.

RWHAP Part A EMAs and TGAs must use grant funds to support, further develop and/or expand systems of care to meet the needs of low income PLWH within the EMA/TGA and strengthen strategies to reach disproportionately impacted subpopulations. The Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB) requires EMAs/TGAs to collect data to support identification of need, set priorities and make allocations, and validate the use of RWHAP funding. A comprehensive application should reflect how you have used those data to develop and expand the system of care in EMA/TGA jurisdictions.

Important Notes:

- **Budget:** HAB has updated the budget section. You must submit a detailed line item budget and justification as part of the application. You may apply for no more than the published ceiling amount in [Appendix B](#). Please note that your application budget that is approved, or subsequently amended, during the award process will be your approved budget for the 2018 period of performance. HAB no longer requires you to provide a revised budget with the Program Submission reporting requirement.
- **Work Plan:** HAB has updated the Work Plan requirements. You will only be required to submit an HIV Care Continuum Table, Service Category Plan Table, and narratives with this NOFO. You will not submit the Implementation

Plan Table as part of your application or as a component of your Program Submission reporting requirement.

- **Unmet Need:** HAB has integrated the Unmet Need requirement in this NOFO into the Demonstrated Need section. HAB does not require new estimates for unmet need. Please review carefully when preparing this section of your application.
- **Clinical Quality Management (CQM):** While this NOFO requires you to address two components related to data for CQM, please note that you **will be** required to submit a CQM Plan as part of the Program Submission reporting requirement.

The following information will assist you in understanding and completing your FY 2018 application:

- **Policy Clarification Notices:** Information on the RWHAP and HAB Policy Clarification Notices (PCN) are available online at <http://hab.hrsa.gov/manageyourgrant/policiesletters.html>.
- **Allowable Services and Service Definitions:** Core medical services are listed in Section 2604(c)(3) of the Public Health Service (PHS) Act. Support services allowed under RWHAP Part A are limited to services that are needed for PLWH to achieve their medical outcomes, as defined by RWHAP. The service definitions effective for awards issued on or after October 1, 2016, are listed in [PCN 16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds](#).
- **Core Medical Services Waiver:** RWHAP Part A funds are subject to Section 2604(c) of the PHS Act, which requires that not less than 75 percent of the funds remaining after reserving funds for administration and CQM be used to provide core medical services. Applicants may seek a waiver of the core medical services requirement; a waiver request must be submitted prior to submission of the grant application, with this application, or up to four (4) months after the budget period start date. Submission should be in accordance with the [PCN 13-07 Uniform Standard for Waiver of Core Medical Services Requirement for Grantees Under Parts A, B, and C](#). You can find sample letters to fulfill the requirements of the Core Medical Services Waiver at <https://hab.hrsa.gov/sites/default/files/hab/Global/samplereqwaiverletters.pdf>.

In addition, your RWHAP Part A core medical services waiver request must include funds awarded under MAI. HAB will not consider a waiver request that does not include MAI funds. If submitting with the application, a core medical services waiver request should be included as **Attachment 9**. The waiver request does count toward the 100-page limit.

- **Agreements and Compliance Assurances:** The agreements and assurances, found in [Appendix A](#) of this NOFO, require the signature of the chief elected official (CEO), or the CEO's designee. Include this document as **Attachment 2**.

2. Background

This program is authorized by the [PHS Act, Sections 2601-2610, and 2693 \(42 USC 300ff-11– 300ff-20, and 300ff-121\), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 \(Public Law 111-87\)](#). Fifty-two (52) eligible metropolitan jurisdictions receive Part A formula, supplemental, and MAI funding through this program.

The Centers for Disease Control and Prevention (CDC) estimated in 2015 that more than 1.2 million people were living with HIV in the United States (U.S.) and one (1) in seven (7) (14 percent) are not aware of their HIV status. The ultimate goal in the U.S. is to inform all people who test positive for HIV of their status and bring them into care in order to improve their health status, prolong their lives, and slow the spread of HIV to end the epidemic in the U.S.

Goals to End the HIV Epidemic

To the extent possible, program activities should support four goals to end the HIV epidemic:

- 1) Reduce new HIV infections;
- 2) Increase access to care and improve health outcomes for PLWH;
- 3) Reduce HIV-related health disparities and health inequities; and
- 4) Achieve a more coordinated national response.

To achieve these goals, recipients should take action to align their organization's efforts, within the parameters of the RWHAP statute and program guidance, with the following areas of critical focus:

- 1) Widespread testing and linkage to care, enabling PLWH to access treatment early;
- 2) Broad support for PLWH to remain engaged in comprehensive care, including support for treatment adherence; and
- 3) Universal viral suppression among PLWH.

HIV Care Continuum

Identifying and linking PLWH to HIV primary care with initiation and long-term maintenance of life saving antiretroviral treatment (ART) are important public health steps toward the elimination of HIV in the United States. The continuum of interventions that begins with outreach and testing and concludes with HIV viral suppression is generally referred to as the HIV care continuum. The HIV care continuum includes the diagnosis of HIV, linkage to HIV medical care, lifelong retention in HIV medical care, appropriate prescription of ART, and, ultimately, HIV viral suppression.

The difficult challenge of executing these lifesaving steps is demonstrated by the data from the Centers for Disease Control and Prevention (CDC), which estimate that only 54.7 percent of individuals diagnosed with HIV, who may be in or out of care, in the United States have HIV viral suppression. Data from the [2015 Ryan White HIV/AIDS Program Services Report \(RSR\)](#) indicate that there are better outcomes in RWHAP-funded agencies; approximately 83.4 percent of individuals who received RWHAP-

funded HIV primary care achieving viral suppression. Such findings emphasize the importance of supporting effective interventions for linking HIV-positive individuals into care, retaining them in care, and helping them adhere to their effective combination ART.

RWHAP recipients are encouraged to assess the outcomes of their programs along the HIV care continuum. Recipients should work with their community and public health partners to improve outcomes across the continuum, so that individuals are linked to and engaged in care and started on ART as early as possible. HAB requests that recipients use the RWHAP [performance measures](#) at their local level to assess the efficacy of their programs and identify and eliminate gaps along the HIV care continuum.

The HIV care continuum measures also align with the [Common Indicators for HHS-funded HIV Programs and Services](#). RWHAP recipients and providers are required to submit data through the RSR. Through the RSR submission, HAB collects the data elements to calculate six of the seven Common Indicators for the entire RWHAP.

Minority AIDS Initiative

As established in Section 2693 of the PHS Act, the MAI is intended to address the disproportionate impact of HIV and to address the disparities in access, treatment, care, and outcomes for racial and ethnic minorities, including Black/African Americans, Alaska Natives, Hispanic/Latinos, American Indians, Asian Americans, Native Hawaiians, and Pacific Islanders.

The purpose of the RWHAP Part A MAI is to “improve HIV-related health outcomes to reduce existing racial and ethnic health disparities” (Section 2693 of the PHS Act). As such, MAI funds provide direct financial assistance to RWHAP Part A recipients to develop or enhance access to high quality, community-based HIV core medical and support services for low-income minority PLWH and their families. You may target MAI funds to any new/emerging minority populations identified in this application.

II. Award Information

1. Type of Application and Award

Type of applications sought: Competing Continuation

HRSA will provide funding in the form of a grant.

2. Summary of Funding

HRSA expects \$619,617,500 to be available to fund fifty-two (52) recipients. Approximately \$9,572,100 will be used for priority funding, and \$51,208,700 will be available for MAI funding. You may apply for no more than the published ceiling amount in [Appendix B](#). HRSA established ceiling amounts based on current funding with a five percent increase to accommodate fluctuations in formula and supplemental funding. The actual amount available will not be determined until enactment of the final FY 2018

appropriation. This program announcement is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, HRSA can process applications and award funds in a timely manner. The project period is March 1, 2018, through February 28, 2019, (one (1) year). HRSA will send notification of awards to the CEO or to the delegated administrative agency responsible for dispersing RWHAP Part A funds.

The RWHAP Part A provides non-discretionary formula grants that include MAI funds, and discretionary supplemental awards. These funds assist eligible areas in developing or enhancing access to a comprehensive continuum of high quality, community-based care for low-income PLWH within the EMA/TGA, and strengthening strategies to reach minority populations. HRSA awards two-thirds of the funds available for EMAs and TGAs according to a formula based on the number of living cases of HIV/AIDS in the EMAs and TGAs. HRSA awards the remaining funds as discretionary supplemental awards based on the demonstration of additional need by the eligible EMAs and TGAs, and as MAI funding. HRSA determines MAI awards based on the number of minorities living with HIV and AIDS in a jurisdiction. If determined eligible for priority funding, HRSA will calculate the additional amount awarded, and that amount will be included in the final award.

Eligible jurisdictions may apply for an amount up to the funding ceiling listed in [Appendix B](#). If the RWHAP Part A award calculation results in an amount less than the budget submitted with your application, your budget will be proportionally reduced across all budget categories to reflect the actual award amount. If your award calculation results in an amount greater than the budget submitted with the application, you will be required to submit a revised budget prior to the Notice of Award being issued. Establishing realistic ceiling amounts ensures that there will be an approved project budget in place at the beginning of the project period.

Please note that the U.S. Secretary of Health and Human Services (Secretary) may reduce the amounts of grants under the RWHAP Part A to an EMA/TGA for a FY, if with respect to such grants for the second preceding FY, the subdivision fails to prepare audits in accordance with the procedures of Section 7502 of Title 31, United States Code. See Section 2682(a) of the PHS Act.

All HRSA awards are subject to the Uniform Administrative Requirements, Cost Principles and Audit Requirements in [45 CFR part 75](#).

Please see [Policy Clarification Notice 15-01 Treatment of Costs under the 10% Administrative Cap for Ryan White HIV/AIDS Program Parts A, B, C, and D](#) along with the [Frequently Asked Questions](#) for information regarding the statutory ten (10) percent limitation on administrative costs.

III. Eligibility Information

1. Eligible Applicants

Eligibility for RWHAP Part A grants is based in part on the number of confirmed AIDS

cases within a statutorily specified “metropolitan area.” The Secretary uses the Office of Management and Budget’s (OMB) census-based definitions of a Metropolitan Statistical Area (MSA) in determining the geographic boundaries of a RWHAP metropolitan area. HHS utilizes the OMB geographic boundaries that were in effect when a jurisdiction was initially funded under RWHAP Part A. For all newly eligible areas, the boundaries are based on current OMB MSA boundary definitions.

RWHAP Part A recipients that are classified as an EMA or as a TGA and continue to meet the status as an eligible area as defined in statute are eligible to apply for these funds. For an EMA, this is more than 2,000 cases of AIDS reported and confirmed during the most recent five (5) calendar years, and for a TGA, this is at least 1,000, but fewer than 2,000 cases of AIDS reported and confirmed during the most recent five (5) calendar years for which such data are available. In addition, for three (3) consecutive years, recipients must not have fallen below both the required incidence levels already specified, and required prevalence levels (cumulative total of living cases of AIDS reported to and confirmed by the Director of CDC, as of December 31 of the most recent calendar year for which such data are available). For an EMA, the required prevalence is 3,000 living cases of AIDS. For a TGA, the required prevalence is 1,500 or more living cases of AIDS. However, for a TGA with, as of the end of the most recent fiscal year, not more than five (5) percent of the total amount from grants awarded to the area under Part A unobligated, the required prevalence is at least 1,400 (and fewer than 1,500) living cases of AIDS.

This competition is open to eligible Part A jurisdictions to provide comprehensive primary health care and support services for low income, uninsured and underserved PLWH in their service areas as listed in [Appendix B](#).

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

Applications that exceed the ceiling amount will experience delays in receiving a funding award under this notice.

Any applicant that fails to satisfy the deadline requirements referenced in *Section IV.4* will experience delays in receiving a funding award under this notice.

Maintenance of Effort – The RWHAP Part A recipient must agree to maintain EMA/TGA political subdivision expenditures for HIV-related core medical services and support services at a level equal to the FY preceding the FY for which the grant recipient is applying to receive a RWHAP Part A grant. See Section 2605(a)(1)(B) of the PHS Act. Core medical services and support services are defined in Section 2604(c)(3) and 2604(d) of the legislation. Part A recipients must document they have met the maintenance of effort (MOE) requirement (see **Attachment 11**).

NOTE: Multiple applications from an organization are not allowable.

If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates) an application is submitted more than once prior to the application due date, HRSA will only accept your **last** validated electronic submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

IV. Application and Submission Information

1. Address to Request Application Package

HRSA **requires** you to apply electronically through Grants.gov. You must use the SF-424 application package associated with this NOFO following the directions provided at <http://www.grants.gov/applicants/apply-for-grants.html>.

Effective December 31, 2017 - You **must** use the [Grants.gov Workspace](#) to complete the workspace forms and submit your application workspace package. After this date, you will no longer be able to use PDF Application Packages.

HRSA recommends that you supply an email address to Grants.gov on the grant opportunity synopsis page when assessing the notice of funding opportunity (NOFO) (also known as “Instructions” on Grants.gov) or application package. This allows Grants.gov to email organizations that supply an email address in the event the NOFO is changed and/or republished on Grants.gov before its closing date. Responding to an earlier version of a modified notice may result in a less competitive or ineligible application. *Please note you are ultimately responsible for reviewing the [Find Grant Opportunities](#) page for all information relevant to desired opportunities.*

2. Content and Form of Application Submission

Section 4 of HRSA’s [SF-424 Application Guide](#) provides instructions for the budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the Application Guide in addition to the program-specific information below. You are responsible for reading and complying with the instructions included in HRSA’s [SF-424 Application Guide](#) except where the NOFO instructs you to do otherwise. You must submit the application in the English language and must be in the terms of U.S. dollars (45 CFR § 75.111(a)).

See Section 8.5 of the *Application Guide* for the Application Completeness Checklist.

Application Page Limit

The total size of all uploaded files may not exceed the equivalent of **100 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support required in the *Application Guide* and this NOFO. Standard OMB-approved forms that are included in the application package do not count in the page limitation. Indirect Cost Rate Agreement and proof of non-profit status (if applicable) do not count in the page limit. **We strongly urge you to take appropriate measures to ensure your application does not exceed the specified page limit.**

Applications must be complete, within the specified page limit, and validated by Grants.gov under the correct funding opportunity number prior to the deadline. Applicants that fail to meet this requirement will experience delays in receiving funding under this notice.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) The prospective recipient certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321)
- 3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation shall be included in **Attachment 14: Other Relevant Documents**.

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

Program-Specific Instructions

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

i. Project Abstract

See Section 4.1.ix of HRSA's [SF-424 Application Guide](#). Your abstract should be limited to one page and include the following information in this order:

- A general overview of the HIV epidemic in the EMA/TGA, including epidemiologic, demographic and geographic information. You may present this information as a table.
- A description of the comprehensive system of care in the entire EMA/TGA, including the available core medical and support services funded by RWHAP Part A and by other sources, where services are located, and how clients access those services, including services for disproportionately impacted subpopulation(s) supported by MAI funds.
- The overall viral suppression rate for the EMA/TGA. Use readily available and validated data and indicate whether it represents data for Ryan White eligible clients only, or is population-based. Also, if available and appropriate, provide any meaningful subpopulation data that highlights disparities in this outcome measure.

ii. Project Narrative

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

Successful applications will contain the information below. Please use the following section headers for the narrative:

- *INTRODUCTION -- Corresponds to Section V's Review Criterion #1*

This section must briefly describe how the EMA or TGA will utilize RWHAP Part A grant funds in support of a comprehensive continuum of high-quality care and treatment for PLWH in the RWHAP Part A service area, as defined in [Appendix B](#).

- *NEEDS ASSESSMENT -- Corresponds to Section V's Review Criterion #1*

The purpose of this section is to demonstrate the severity of the HIV epidemic in the EMA/TGA, using quantifiable data on HIV epidemiology, co-morbidities, complexity of providing care, service needs of emerging populations, past unmet need estimates, and unique service delivery challenges as required and cited in Section 2603(b)(2)(B) of the PHS Act.

A. Demonstrated Need

The Demonstrated Need section includes statutorily required Epidemiological Overview, Comorbidities, and Complexities of Providing Care sub-sections.

Since 2003, unmet need has been defined as the number of individuals with HIV in a jurisdiction who are **aware** of their HIV status and are *not in care*. HAB continues to consider the best approach to developing a new framework and methodology for accurately estimating unmet need based on current HIV treatment guidelines. No new unmet need estimates are required. For this NOFO, unmet need elements (as specified in [Section 2603\(b\)\(2\)\(B\) of PHS Act](#)) are captured in the Epidemiologic Overview, and Complexities of Providing Care sub-sections below. You may use your past unmet need estimate to help inform planning, resource allocation and work plan development for this application.

HAB will target supplemental funds to those eligible areas where epidemiologic data demonstrate that HIV infection prevalence rates are increasing, where there is documented demonstrated need and service gaps, and where there is a demonstrated disproportionate impact on vulnerable populations.

1) Epidemiologic Overview

An epidemiologic overview provides a description of the demonstrated need for HIV care in the population of an area in terms of socio-demographic, geographic, behavioral, and clinical characteristics of persons newly diagnosed with HIV, PLWH, and persons at higher risk for infection. Understanding the populations affected by HIV provides the basis for setting priorities, identifying appropriate interventions and services, allocating funding to HIV prevention and care services, maintaining service standards, and evaluating programs and policies.

The epidemiologic overview should focus on the most recent year for which data are available; when presenting trends, a minimum of three (3)

years of data are recommended.

- a) Provide a summary of the HIV epidemic in your EMA/TGA geographic area.
- b) Describe the socio-demographic characteristics of: (1) persons newly diagnosed, (2) PLWH, and (3) persons at higher risk for HIV infection in the service area. Include the following, as available in the geographical region of the jurisdiction:
 - i. Demographic data (e.g., race, age, sex, transmission category, current gender identity)
 - ii. Socioeconomic data (e.g., percentage of federal poverty level (FPL), income, education, health insurance status, language barriers, etc.)
- c) Describe the relative rates of increase in HIV diagnosed cases within new and emerging populations, as well as the most disproportionately impacted subpopulations.
 - i. Include information on how you identified emerging populations, any unique challenges, and estimated costs to the RWHAP Part A, if applicable.
 - ii. Describe the increasing need for HIV-related services based on the relative increase of HIV cases.

2) Co-occurring Conditions

Using the list below, provide quantitative evidence (e.g., incidence, prevalence, and estimates) describing the conditions co-occurring with HIV in the EMA/TGA in a table format (**Attachment 4**) and document the data sources used. The table must include:

- a) Hepatitis C virus
- b) Sexually transmitted infection rates, including syphilis, gonorrhea, and chlamydia
- c) Mental illness
- d) Substance use disorder
- e) Homelessness
- f) Former incarceration

3) Complexities of Providing Care

- a) If the EMA/TGA experienced a reduction in RWHAP Part A formula funding last year, provide a narrative that addresses both the impact and response to the funding reduction, as follows:
 - i. Impact: The specific services that were eliminated or reduced, and by how much; and
 - ii. Response: Any cost containment measures implemented, (e.g., waiting lists, client cost sharing, or other measures); PC/PB response to the reduction in formula funding; and any transitional planning for clients receiving services that were either eliminated or reduced.

- b) Provide, in a table format, current estimates on poverty and health care coverage status of PLWH in your jurisdiction. Include the following information, as available:
 - i. The number and percentage of PLWH who are enrolled in Medicaid, Medicare, and other health care coverage;
 - ii. The number and percentage of PLWH who are uninsured; and
 - iii. The number and percentage of PLWH living at or below 138 percent and 400 percent of the 2017 FPL. Also, include the percentage of FPL used to determine RWHAP eligibility in the jurisdiction.
- c) Discuss any relevant factors that limit access to health care, including geographic variation, adequacy of health insurance coverage, and language barriers. Also, include a description of any service gaps, especially for PLWH who are not in care, and how these service gaps will be addressed with FY 2018 RWHAP Part A funding.

B. Early Identification of Individuals with HIV/AIDS (EIIHA)

The purpose of this section is to describe the data and information associated with ensuring that individuals who are unaware of their HIV status are identified, informed of their status, referred to supportive services, and linked to medical care if HIV positive. The goals of the EIIHA initiative are to present a strategy for: (1) identifying individuals with HIV who do not know their HIV status, (2) making such individuals aware of such status, and enabling such individuals to use the health and support services, and (3) reducing barriers to routine testing and disparities in access and services among affected subpopulations and historically underserved communities. See Section 2602(b)(4)(D)(vi) of the PHS Act.

- 1) Describe the planned EMA/TGA EIIHA activities for the 2018 project period. Include the following information:
 - a) The primary activities that will be undertaken, including system level interventions (e.g., routine testing in clinical settings, expanding partner services);
 - b) Major collaborations with other programs and agencies, including HIV prevention and surveillance programs; and
 - c) The anticipated outcomes of the RWHAP's overall EIIHA strategy.
- 2) Describe any planned efforts to remove legal barriers, including state laws and regulations, to routine HIV testing.
- 3) Select three (3) distinct target populations for the 2018 project period EIIHA Plan. For each selected target population describe:
 - a) Why you chose the target population and how the epidemiological data, social determinants of health, or other data supports that decision;
 - b) Specific challenges or opportunities for working with the target population; and
 - c) The specific strategies that will be utilized with the target populations.

C. AIDS Pharmaceutical Assistance (i.e., Local Pharmaceutical Assistance Program) – Not Scored

Only complete this section if requesting funds for a Local Pharmaceutical Assistance Program (LPAP) that will be newly funded in the 2018 project period. The purpose of this section is to describe the need for an LPAP, including a description of the systems and activities required to effectively operate an LPAP. The RWHAP Part A needs assessment must determine that the State/Territory's AIDS Drug Assistance Program (ADAP) does not adequately address the medication assistance needs of clients in the jurisdiction (e.g., existence of an ADAP waiting list, restrictive ADAP financial eligibility criteria, or a limited ADAP formulary). The needs assessment must also demonstrate that other resources are inadequate to meet the medication needs of clients residing in the jurisdiction.

The National Monitoring Standards and LPAP letter of clarification sent August 29, 2013, outline the systemic requirements necessary to comply with the LPAP service category definition. Implementation of an LPAP requires the development of a drug distribution system that includes, but is not limited to: client enrollment and eligibility determination process that includes screening for ADAP and LPAP eligibility with rescreening at a minimum every six months; an LPAP advisory board; uniform benefits for all enrolled clients; compliance with RWHAP requirement of payor of last resort; and a drug formulary approved by the local advisory committee/board. An LPAP may not be used to provide short-term or emergency medication assistance. Please refer to the RWHAP Part A [National Monitoring Standards](#) and [PCN 16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds](#) for a complete list of LPAP requirements.

If you are planning to fund LPAP **for the first time** in the 2018 project period, describe the following:

- 1) The need for an LPAP in detail; include how the ADAP, other RWHAP funded service categories, and other resources (e.g., pharmaceutical assistance programs, patient assistance programs, local/state funded medication assistance programs) are failing to meet the jurisdiction's medication needs.
- 2) How the LPAP will be coordinated with the ADAP.
- 3) The client enrollment and eligibility process, including how the payor of last resort requirement is ensured.
- 4) The LPAP advisory board composition. Describe the process and timeframe for development of the LPAP advisory board.
- 5) How the recipient ensures that the LPAP follows the most recent [HHS HIV/AIDS Clinical Guidelines](#).
- 6) The mechanism to ensure "best price" for medications (e.g., 340B Drug Pricing Program and/or Prime Vendor Program).

- *METHODOLOGY -- Corresponds to Section V's Review Criteria #2 & #4*

A. Impact of the Changing Health Care Landscape

The availability of health care coverage options may impact RWHAP service needs and how services are provided in jurisdictions.

- 1) Provide an overall description of health care coverage options available to PLWH in the jurisdiction.
 - a) Explain how coverage options in the jurisdiction impact access to direct health care services and health outcomes.
- 2) Describe how changes in the health care landscape affects the following:
 - a) Service provision and the complexity of providing care to PLWH in the EMA/TGA.
 - b) Changes in RWHAP Part A allocations, including activities related to health insurance premium and cost sharing assistance.

B. Planning Responsibilities

Sections 2602(b)(4)(D), 2602(b)(4)(F), and 2602(b)(4)(G) and (H) of the PHS Act require PCs to determine the priority for RWHAP allowable services and service allocations of RWHAP Part A funds every year. To fulfill this responsibility, EMA/TGA PCs set service priorities and allocate RWHAP Part A funds based on the size, demographics, and needs of people living with or affected by HIV, with particular focus on individuals who know their HIV status but are not in care. The RWHAP Part A PCs are also responsible for evaluating the efficiency of the recipient in distributing funds to service providers.

PCs analyze information to develop an in-depth understanding of the current HIV epidemic and its impact on the service area. PCs review needs assessment data, HIV epidemiologic data, and co-occurring conditions data. The review includes service utilization data related to complexity of providing care, including service availability and unit cost per service, as well as service needs of emerging populations. The purpose of these data reviews is to guide decisions about HIV-related services and resources in the EMA/TGA. Additionally, planning and implementation of the RWHAP Part A is driven by overall comprehensive planning and the recently developed Integrated HIV Prevention and Care Plan, including the Statewide Coordinated Statement of Need, CY 2017- 2021 as a roadmap for relevant goals, objectives, and strategies for delivering RWHAP Part A services along the HIV continuum of care.

Please see the December 4, 2013 letter to [Transitional Grant Areas and Planning Councils Moving Forward](#) for expectations and responsibilities of PBs.

1) Planning and Resource Allocation

The purpose of this section is to document the existence of a functioning planning process in the EMA/TGA that is consistent with RWHAP and HRSA/HAB program requirements. Such a planning process is imperative for effective local and state decision making to develop systems of

prevention and care that are responsive to the needs of persons at risk for HIV infection and PLWH. Both HRSA and CDC support activities that facilitate collaboration and/or develop a joint planning body to address prevention and care. Community engagement is an essential component for planning comprehensive, effective HIV prevention and care programs in the United States.

The composition of the PC must reflect the demographics of the HIV epidemic in the EMA/TGA and be representative of various required categories of membership as cited in Sec. 2602(b)(1-2) of the PHS Act. PC members must be trained regarding their legislatively mandated responsibilities and other competencies necessary for full participation in collaborative decision-making. PCs are encouraged to educate members about service issues related to the prevention of domestic and sexual violence as part of their ongoing training. PCs should also consider recruiting members who are knowledgeable about these issues.

a) Description of the Community Input Process

Describe the overall community input process and how it informs the PC priority setting and resource allocation process for the jurisdiction and include a summary of how that process was conducted. Also include a discussion of how the Integrated HIV Prevention and Care Plan informs that process. Specifically, address:

- i. How PLWH were involved in the planning and allocation processes and how their priorities were considered in the process;
- ii. How the input of the community was considered and whether the community input process adequately addressed any funding increases or decreases in the RWHAP Part A award;
- iii. How MAI funding was considered during the planning process to enhance services to minority populations;
- iv. How data were used in the priority setting and allocation processes to increase access to core medical services, ensure access to services for women, infants, children, and youth (WICY) and to reduce disparities in access to HIV care in the EMA/TGA; and
- v. Any significant changes in the prioritization and allocation process from 2017 to 2018 project periods and the rationale for making those changes.

2) Administrative Assessment

The RWHAP authorizing legislation mandates (2602(b)(4)(E)) that EMA/TGA PCs assess the efficiency of the administrative mechanism to rapidly allocate funds to the areas of greatest need within the EMA/TGA (2602(b)(4)(E)). Include in your application a narrative that describes the results of the PC's assessment of the administrative mechanism in terms of the following:

- a) Assessment of grant recipient activities to ensure timely allocation/contracting of funds and payments to contractors; and

- b) The RWHAP Part A jurisdiction's response to any deficiencies identified by the PC and the status of your corrective actions in response to administrative assessment findings.

3) Letter of Assurance from Planning Council Chair(s) or Letter of Concurrence from Planning Bodies

Provide a letter of assurance signed by the PC chair(s) or a letter of concurrence signed by PB leadership as **Attachment 6**. The letter must address the following:

- a) How the 2017 project period Formula, Supplemental, and MAI funds awarded to the EMA/TGA are being expended according to the priorities established by the PC or PB;
- b) How all 2017 project period Conditions of Award relative to the PC or PB have been addressed;
- c) How the PC or PB determined the 2018 project period priorities, and how the PC or PB used the approved process for establishing those priorities; and
- d) That ongoing, annual membership training occurred, including the date(s).

4) Resource Inventory

RWHAP Part A EMA/TGA planning efforts should expand the availability of services, reduce duplication of services, coordinate with all other public funding for HIV, and bring newly diagnosed PLWH into care or engage PLWH who know their status but are not presently in HIV care. RWHAP Part A planning efforts should also consider service needs not currently being met (defined as service gaps).

a) Coordination of Services and Funding Streams

- i. Provide, in a table format as **Attachment 5**, a jurisdictional HIV resources inventory, that includes: (1) public funding sources for HIV prevention, care, and treatment services in the jurisdiction (RWHAP Parts B-D and F, federal/state and local); (2) the dollar amount and the percentage of the total available funds in the 2017 project period for each funding source; and 3) how the resources are being used (i.e., services delivered). You may use the resource inventory table submitted with your Integrated HIV Prevention and Care Plan if it includes all information requested as **Attachment 5**.
- ii. Provide a narrative description identifying any needed resources and/or services in the jurisdiction that are not being provided and the steps taken to secure them.

- *WORK PLAN -- Corresponds to Section V's Review Criteria #2 & #4*

The purpose of this section is to provide tables and a narrative summary describing the EMA/TGA service provision during the 2018 project period. It should describe how RWHAP Part A funded services are utilized to impact the HIV care continuum. The EMA/TGA system of HIV care should be consistent

with HRSA's goals of increasing access to services and decreasing HIV health disparities among affected subpopulations and historically under-served communities.

Under RWHAP Part A, MAI formula funding provides core medical and related support services to improve access and reduce disparities in health outcomes. The services have to be consistent with the epidemiologic data.

Similar to other components of the RWHAP, the goal of the MAI is improved health outcomes among racial and ethnic minorities living with HIV as demonstrated by viral suppression. MAI funds must be used to deliver services designed to address the unique barriers and challenges faced by hard-to-reach, disproportionately impacted individuals within the EMA/TGA.

A. HIV Care Continuum Table and Narrative

1) HIV Care Continuum Table

Based on either your HIV care continuum submitted with your Integrated HIV Prevention and Care Plan or on more recent data, please develop an HIV Care Continuum Table. The table is comprised of the stages of the HIV care continuum, baseline indicators for each stage, the desired target outcome to be achieved during the project period, and the RWHAP-funded service categories to help support achieving the desired outcome. The target outcome must be developed based on one of the seven common indicators for HHS funded HIV programs and services or one of the [HAB Core Performance Measures](#) that correspond to each stage of the HIV care continuum. You must express the baseline and target indicators as a numerator and denominator as well as a percentage. List the service categories funded by the RWHAP Part A that will aid in achieving the desired target outcomes in the last column of the HIV Care Continuum Table. Submit as **Attachment 7**.

2) HIV Care Continuum Narrative:

- a) Describe how you currently utilize the HIV care continuum in planning, prioritizing, targeting, and monitoring available resources in response to the needs of PLWH in the jurisdiction.
- b) Describe how you evaluate efforts to impact the HIV care continuum in the jurisdiction.

B. Funding for Core and Support Services

RWHAP Part A funds are subject to Section 2604(c) of the PHS Act, which requires that RWHAP Part A recipients expend 75 percent of RWHAP Part A funds **remaining after reserving funds for administration and CQM** on core medical services for individuals with HIV who are identified and eligible under the RWHAP.

1) Service Category Plan

Please provide a Service Category Plan in table format as described below that utilizes core medical and support service categories as prioritized and

funded by the PC or through local community planning processes. The plan should consist of both RWHAP Part A and MAI funds. **Please indicate if you submitted a core medical services waiver for the 2018 project period (either approved or pending) prior to submission of this application. Allocations in the Service Category Plan should match the submitted waiver.** The Service Category Plan must also correlate with the budget and budget narrative section of the application.

a) Service Category Plan Table

The Service Category Plan Table illustrates how you fund RWHAP Part A and MAI core medical and support services in the EMA/TGA. It is comprised of service categories, priority number, funding amount, unduplicated clients served, service unit definition, service units, and target populations (MAI only) for the 2017 and 2018 project periods. For every service category funded by RWHAP Part A in the jurisdiction, provide in table format the following (submit as **Attachment 8**):

i. RWHAP Part A

- (a) 2017 project period service categories with priority number, allocated funding amount, and number of projected unduplicated clients to be served per the 2017 project period Implementation Plan submitted with the 2017 Program Terms Report, service unit definitions, and service units. Include total dollar amounts and percentages of expenditures for core and support services.
- (b) 2018 project period service categories with priority number, anticipated funding amount, anticipated number of unduplicated clients to be served, service unit definitions, and service units. Include total dollar amounts and percentages of expenditures for core and support services.

ii. MAI

- (a) 2017 project period service categories with priority number, allocated funding amount, and number of projected unduplicated clients to be served per the 2017 project period Implementation Plan submitted with the 2017 Program Terms Report, service unit definitions, and service units. Include total dollar amounts and percentages of expenditures for core and support services and subpopulations.
- (b) 2018 project period service categories with priority number, anticipated funding amount, anticipated number of unduplicated clients to be served, service unit definitions, and service units. Include total dollar amounts and percentages of expenditures for core and support services and subpopulations.

b) Service Category Plan Narrative

For populations experiencing health inequities, based upon the 2018 project period Service Category Plan, describe **MAI initiatives** that impact positive health outcomes along the HIV care continuum.

c) Core Medical Services Waiver (if applicable – not scored)

You must provide a separate allocation table that is reflective of the results of the priority setting and resource allocation process, **only if you submit a core medical services waiver with this application.**

The allocation table must be consistent with the waiver request. Include the allocation table and the core medical services waiver request as **Attachment 9.**

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

In lieu of a narrative for this section, HAB suggests providing the information in table format with the following headers: Challenges/Barriers, Proposed Resolutions, Intended Outcomes, Current Status for implementing both the RWHAP Part A overall, and the HIV care continuum.

Please consider the following when completing your table:

- Challenges and barriers identified in the larger context of implementing the RWHAP Part A (e.g., changes in the health care landscape, community engagement, barriers for populations experiencing inequities in health outcomes, etc.);
 - Proposed resolutions that have been encountered in integrating the HIV care continuum into planning and implementing the RWHAP Part A (e.g., test to care, and retention strategies) and approaches that will be used to resolve such challenges;
 - Intended outcomes once the proposed resolution is implemented; and
 - Current status of implementing the proposed resolution.
- *EVALUATION AND TECHNICAL SUPPORT CAPACITY -- Corresponds to Section V's Review Criterion # 3*

A. Clinical Quality Management (CQM)

Section 2604(h)(5) of the PHS Act requires the establishment of a CQM program. After HRSA makes the awards, you will be required to submit an updated clinical quality management plan as a component of the Program Submission reporting requirement. That plan will describe all aspects of your CQM program including infrastructure, priorities, performance measures, quality improvement activities, action plan with a timeline and responsible parties, and evaluation of the CQM program.

Please describe:

- 1) How performance measure data are analyzed to evaluate for disparities in care, and actions taken in the last grant year to eliminate disparities; and
- 2) How CQM data have been used to improve and/or change service delivery in the jurisdiction, including strategic long-range service delivery planning.

You can find more information about the HRSA RWHAP expectations for CQM programs in:

- [PCN 15-02 Clinical Quality Management](#) and [Frequently Asked Questions](#)
 - [HIV/AIDS Bureau Performance Measures](#)
 - [Department of Health and Human Services HIV/AIDS Medical Practice Guidelines](#)
 - [HIV/AIDS Bureau RWHAP Part A Monitoring Standards](#) (RWHAP Part A specific, Universal Monitoring Standards, and Frequently Asked Questions)
 - [Part A Manual](#)
- *ORGANIZATIONAL INFORMATION -- Corresponds to Section V's Review Criterion # 5*

A. Grant Administration

The purpose of this section is to demonstrate the extent to which the CEO or designee in the EMA/TGA has met the legislative requirements to disburse funds quickly, closely monitor their use, and ensure the RWHAP is the payor of last resort. RWHAP stresses the importance of timely obligation of RWHAP funds. Timely obligation of RWHAP funds ensures that services can be provided as rapidly as possible, and decreases the possibility that unobligated funds will remain at the end of the program year. Please refer to Section 2603(c)(1), (2), and (3) of the PHS Act regarding the RWHAP Part A formula and supplemental unobligated balance (UOB) requirement as well as [PCN 12-02 Part A and Part B Unobligated Balances and Carryover](#). The UOB requirement does not apply to MAI funds. **If the recipient reports unobligated formula funds of five (5) percent or less, HRSA does not impose penalties, although a future year award may be subject to an offset.**

Note: UOB Penalties

If the UOB of a formula award exceeds five (5) percent, two penalties are imposed:

- The future year award is reduced by the amount of the UOB, less the amount of approved carryover; and
- The grant recipient is not eligible for a future year supplemental award.

Note, that like all other recipients with a UOB, the amount of the UOB not covered by a waiver for carryover is subject to an offset.

Supplemental Funds

Under the RWHAP legislation, the Secretary has flexibility regarding the imposition of penalties for UOBs. Supplemental funds cannot be carried over, but are subject to offset. If a grant recipient has a UOB of supplemental funds, the recipient remains eligible for a future year RWHAP Part A award, including supplemental funds.

1) Program Organization

- a) Provide a description of how RWHAP Part A funds are administered within the EMA/TGA with reference to the staff positions, including program and fiscal staff, described in the budget narrative and the program organizational chart provided in **Attachment 10**. The narrative should describe the local agency responsible for the grant and identify the entity responsible for administering the RWHAP Part A, including the department, unit, staffing levels (full-time equivalent staff [FTE], including any vacancies), fiscal agents, PC/PB staff, and in-kind support staff. Describe the approaches to fill vacant staff positions that are essential for delivery, oversight, and monitoring of the RWHAP Part A and MAI services/activities.
- b) If you administer the RWHAP Part A funds by a contractor or fiscal agent, describe the staffing, fiscal agent scope of work or services to be provided, and how you will evaluate the performance of the scope of work or services being provided.

2) Grant Recipient Accountability

HRSA/HAB holds recipients accountable for the expenditure of funds awarded under RWHAP Part A and expects recipients to monitor subrecipient fiscal and programmatic compliance. Recipients are also required to have on file a copy of each subrecipient's procurement document (contracts), and fiscal, program, and site visit reports. Also see the requirements outlined in the [Uniform Administrative Requirements, Cost Principles, and Audit Requirement for HHS Awards \(45 CFR part 75\)](#) - Subrecipient Monitoring and Management (45 CFR § 75.351 and 352) and [National Monitoring Standards](#).

- a) **Monitoring** - Provide a narrative that describes the following:
 - i. The three most common program and fiscal subrecipients' monitoring findings for the 2017 project period, and the process and timeline for corrective actions;
 - ii. The process for ensuring subrecipient compliance with the single audit requirement in Subpart F of the [Uniform Administrative Requirements, Cost Principles, and Audit Requirement for HHS Awards \(45 CFR part 75\)](#) (45 CFR part 75);
 - iii. If there were findings in any subrecipient single audit or program-specific audit reports, describe what you have done to ensure that subrecipients have taken appropriate corrective action. Corrective actions may include, but are not limited to, HRSA/HAB sponsored technical assistance and training requests from the grant recipient of record.

b) Third Party Reimbursement

The RWHAP is the payor of last resort and you must vigorously pursue alternate sources of payments. You must certify eligibility every twelve (12) months/annually and recertify eligibility at least every six (6) months (see [PCN 13-02, Clarifications on Ryan White Program Client Eligibility Determinations and Recertifications](#)

[Requirements](#)). Recipients and subrecipients are required to use effective strategies to coordinate between RWHAP Part A and third party payers who are ultimately responsible for covering the cost of services provided to eligible or covered persons. Subrecipients providing Medicaid eligible services must be Medicaid certified.

Provide a narrative that describes the following:

- i. The process used to ensure that subrecipients are pursuing third party reimbursement; also describe the contract language or other mechanism to ensure that this takes place;
- ii. The process to conduct screening and eligibility to ensure the RWHAP is the payor of last resort; and
- iii. How you monitor and track the source and use of any program income earned at both the recipient and subrecipient levels.

c) Fiscal Oversight - Provide a narrative that describes the following information:

- i. The process used by program and fiscal staff to coordinate activities, ensuring adequate reporting, reconciliation, and tracking of program expenditures (e.g., meeting schedule, information sharing regarding subrecipient expenditures, UOB, and program income);
- ii. The process used to separately track formula, supplemental, MAI, and carryover funds, including information on the data systems utilized; and
- iii. The process for reimbursing subrecipients, from the time a voucher/invoice is received, to payment.

B. Maintenance of Effort (MOE)

The RWHAP legislation requires RWHAP Part A recipients to maintain, as a condition of award, EMA/TGA political subdivision expenditures for HIV-related core medical services and support services at a level equal to the FY preceding the FY for which the recipient is applying to receive a RWHAP Part A grant. Core medical services and support services are defined in Section 2604(c)(3) and 2604(d) of the PHS Act and [PCN 16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds](#). RWHAP Part A recipients must document that they have met the MOE requirement.

You must submit the following information as **Attachment 11**:

- 1) A table that identifies the baseline aggregate for actual non-federal EMA/TGA political subdivision expenditures for HIV-related core medical and support services during your most recently completed FY prior to the application deadline and an estimate for your next fiscal year; and
- 2) A description of the process and elements used to determine the amount of expenditures in the MOE calculations.

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
Introduction	(1) Need
Needs Assessment <ul style="list-style-type: none"> • Demonstrated Need • Early Intervention of Individuals with HIV/AIDS 	(1) Need
Methodology <ul style="list-style-type: none"> • Impact of Funding • Coordination of Services and Funding Streams • Planning Responsibilities 	(2) Response and (4) Impact
Work Plan <ul style="list-style-type: none"> • Funding for Core and Support Services • FY 2018 HIV Care Continuum Table • MAI Narrative 	(2) Response and (4) Impact
Resolution of Challenges	(2) Response
Evaluation and Technical Support Capacity <ul style="list-style-type: none"> • Clinical Quality Management 	(3) Evaluative Measures
Organizational Information <ul style="list-style-type: none"> • Grant Administration 	(5) Resources/Capabilities
Budget and Budget Narrative	(6) Support Requested – the budget section should include sufficient justification to allow reviewers to determine the reasonableness of the support requested.

iii. Budget

See Section 4.1.iv of HRSA’s [SF-424 Application Guide](#). Please note the directions offered in the SF-424 Application Guide may differ from those offered by Grants.gov. Please follow the instructions included in the Application Guide and the additional budget instructions provided below. A budget that follows the Application Guide will ensure that, if HRSA approves the application for funding, you will have a well-organized plan, and carefully following the approved plan can avoid audit issues during the implementation phase.

Reminder: The Total Project or Program Costs are the total allowable costs (inclusive of direct and indirect costs) incurred by the recipient to carry out a HRSA-supported project or activity. Total project or program costs include costs charged to the award and costs borne by the recipient to satisfy a matching or cost-sharing requirement, as applicable.

In addition, the RWHAP Part A HIV Emergency Relief Grant Program requires the following:

Completion of Sections A, B, and F of the SF-424A Budget Information – Non-Construction Programs form. In Section B, the three required columns are:

- (1) Administrative
- (2) CQM
- (3) HIV Services

Caps on expenses: RWHAP Part A grant administration costs (including PC or PB support) may **not** exceed ten (10) percent of the grant award. The aggregate total of administrative expenditures for subrecipients, including all indirect costs, may **not** exceed ten (10) percent of the aggregate amount of all subawards. Please see [Policy Clarification Notice 15-01 Treatment of Costs under the 10% Administrative Cap for Ryan White HIV/AIDS Program Parts A, B, C, and D](#) along with the [Frequently Asked Questions](#) for information regarding the statutory ten (10) percent limitation on administrative costs.

Recipients are allowed to allocate up to five (5) percent of the total grant award or \$3,000,000 (whichever is less), for CQM activities.

Line Item Budget

In order to evaluate your adherence to RWHAP Part A legislative budget requirements, you must submit a separate program-specific line item budget. To reduce the burden of recipient reporting that previously required multiple post-award budget revisions, you must submit a budget that does not exceed the ceiling amount listed for the service area in [Appendix B](#). In addition, the total amount requested on the SF-424A and the total amount listed on the line item budget must match. The budget allocations on the line item budget must relate to the activities proposed in the project narrative, including the work plan.

You should submit the line item budget in table format. It should list separately by funding type (Part A and MAI), the program cost categories: Administrative, CQM, and HIV Services across the top and object class categories (i.e., Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Charges) in a column down the left-hand side. The MAI component of your budget must not exceed five percent of your FY 2017 MAI award.

When completing the line item budget submit an overall summary table and a separate table for each of the cost categories: Administrative, CQM, and HIV Services. If the EMA/TGA is administrated by a contractor or fiscal agent, you should

clearly detail the costs for administering the grant in the line item budget. You must also show a separate PC Support budget and narrative.

Each of the specific line item budget tables (and corresponding budget narrative) should describe and justify how every item with a cost associated under each object class category makes a contributing impact and supports the overall RWHAP Part A HIV service delivery system.

Upload the line item budgets as **Attachment 13**.

NOTE: HRSA recommends that the budgets be converted or scanned into PDF format for submission. Do not submit Excel spreadsheets.

Salary Rate Limitation - The Consolidated Appropriations Act, 2017 (P.L. 115-31), Division H, § 202 states, “None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.” As of January 8, 2017, the Executive Level II salary limitation is now **\$187,000**. Please see Section 4.1.iv Budget – Salary Limitation of HRSA’s [SF-424 Application Guide](#) for additional information. Note that these or other salary limitations may apply in FY 2018, as required by law.

iv. Budget Narrative

See Section 4.1.v. of HRSA’s [SF-424 Application Guide](#). The budget narrative should be presented by funding type (Part A and MAI), and divided by the three RWHAP Part A cost categories: Administrative, CQM, and HIV Services. Descriptions for each object class categories (i.e., Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Charges) must be specific to the each cost category. The MAI component of your budget must not exceed five percent of your FY 2017 MAI award.

The RWHAP Part A HIV Emergency Relief Grant Program requires the following cost categories:

- 1) Administrative Costs** are costs associated with the administration of the RWHAP Part A grant. By law, no more than **ten (10) percent** of the RWHAP Part A budget can be spent on administrative costs. You should allocate staff activities that are administrative in nature to administrative costs. Costs associated with grant administration and PC support or PB support are all subject to the ten (10) percent limit on costs associated with administering the award. Recipients must determine the amounts necessary to cover all administrative and program support activities. The RWHAP Part A recipient must also ensure adequate funding for PC mandated functions within the administrative line item. PC support should cover *reasonable and necessary costs* associated with carrying out legislatively mandated functions.

If a RWHAP Part A grant recipient has contracted with an entity to provide statewide or regional RWHAP management and fiscal oversight (i.e., the entity is acting on behalf of the recipient), the cost of that contract, exclusive of subawards to providers, would count toward the recipient’s ten (10) percent

administrative cap. Providers that have contracted to provide healthcare services for the lead agency are considered to be subrecipients of the recipient and are subject to the aggregate ten (10) percent administrative cap for subrecipients.

The aggregate total of administrative expenditures for subrecipients, including all indirect costs, may **not** exceed ten (10) percent of the aggregate amount of all subawards. Subrecipient administrative activities include:

- Usual and recognized overhead activities, **including established indirect rates** for agencies;
- Management oversight of specific programs funded under the RWHAP; and
- Other types of program support such as quality assurance, quality control, and related activities (exclusive of RWHAP CQM).

As a reminder: All indirect costs charged by the subrecipient are considered an administrative cost subject to the ten (10) percent aggregate limit.

For further guidance on the treatment of costs under the ten (10) percent administrative limit, refer to [PCN 15-01 Treatment of Costs under the 10% Administrative Cap for Ryan White HIV/AIDS Program Parts A, B, C, and D](#) and [Frequently Asked Questions](#).

2) CQM Costs are costs required to maintain a CQM program to assess the extent to which services are consistent with the current HHS guidelines for the treatment of HIV and to develop strategies to improve access to and quality of services. Examples of CQM costs include:

- Implementation of CQM program;
- Continuous Quality Improvement activities;
- Data collection for CQM purposes (collect, aggregate, analyze, and report on measurement data);
- Recipient CQM staff training/TA (including travel and registration) - this includes HRSA sponsored or HRSA approved training; and
- Training of subrecipients on CQM.

For further guidance on CQM, refer to [PCN 15-02 Clinical Quality Management Policy Clarification Notice](#).

3) HIV Services costs are associated with the provision of core medical and support services to RWHAP eligible clients. Core medical and support services are important to assist in the diagnosis of HIV infection, linkage to care for HIV positive individuals, retention in care, and the provision of HIV treatment. To be an allowable cost under the RWHAP, all services must relate to HIV diagnosis, care, and support, and must adhere to established HIV clinical practice standards consistent with HHS treatment guidelines. In addition, all providers

must be appropriately licensed and in compliance with state and local regulations. Recipients are required to work toward the development and adoption of service standards for all RWHAP-funded services.

For further guidance on core medical and support services, refer to [PCN 16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds](#).

- a) **Core Medical Services Costs** *(At least 75 percent of the award – minus amounts for administrative costs, including planning/evaluation – must be used to provide core medical services. You may seek a waiver to this requirement.)*
- Core medical services are inclusive of those services identified in the MAI section above **plus** the service categories as described by HAB [PCN 16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds](#).
- b) **Support Services Costs** –Support services as described in HAB [PCN 16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds](#) are those services needed by PLWH to achieve optimal HIV medical outcomes.

Object Class Category Details

The narrative should explain how the line items listed support the overall service delivery system and include justification for any of the following applicable object class categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, and Indirect Charges. For employees who are less than one (1) FTE on the award, please identify all funding sources outside of RWHAP Part A funding for Personnel and Fringe Benefits costs.

Personnel: All costs must include the name and position title. The annual salary, program FTE and program salary subtotal must be listed for each personnel with adequate justification clearly explaining how the roles impact the RWHAP Part A HIV service delivery system. Please list personnel separately by position title and the name of the individual for each position title, or note if position is vacant. Descriptions must be specific to the cost category. A general description for personnel repeated across the categories is not acceptable. HRSA will consider a general personnel description across categories as non-responsive.

Contractual: Provide a clear explanation of the purpose of each contract, how you estimated the costs, and the specific contract deliverables. List the amounts allocated for personnel or services contracted to outside providers for all HIV services (subrecipients). Show the amount allocated to any activities that are not conducted “in-house” on the Contractual line. Subrecipients providing services under this award must adhere to the same requirements as the recipient. All RWHAP Part A legislative requirements, the requirements outlined in 45 CFR part 75, and program expectations that apply to recipients also apply to subrecipients. Your organization is accountable for your subrecipients’

performance of the project, program, activity, and appropriate expenditure of funds under the award.

v. Attachments

Please provide the following items in the order specified below to complete the content of the application. **Unless otherwise noted, attachments count toward the application page limit.** Indirect cost rate agreements and proof of non-profit status (if applicable) will not count toward the page limit. You must clearly label **each attachment**.

Attachment 1: Staffing Plan, Job Descriptions, and Biographical Sketches for Key Personnel (required; see Section 4.1.vi. of the HRSA's [SF-424 Application Guide](#)).

Attachment 2: FY 2018 Agreements and Compliance Assurances, Certifications (required)

Submit the RWHAP Part A Grant Program FY 2018 Agreements and Compliance Assurances signed by the CEO or the CEO's designee (see [Appendix A](#)).

Attachment 3: HIV/AIDS Demographic Table (required)

Attachment 4: Co-occurring Conditions Table (required)

Attachment 5: Coordination of Services and Funding Streams Table (required)

Provide in table format a jurisdictional HIV resources inventory, that includes: (1) public and private funding sources for HIV prevention, care, and treatment services in the jurisdiction; (2) the dollar amount and the percentage of the total available funds in the 2017 project period for each funding source; (3) how the resources are being used (e.g., services delivered).

Attachment 6: Letter of Assurance from Planning Council Chair/Letter of Concurrence from Planning Body (required)

Attachment 7: HIV Care Continuum Table (required)

Attachment 8: Service Category Plan Tables (required)

Attachment 9: Core Medical Services Waiver Request and Allocation Table (if applicable)

Attachment 10: Program Organizational Chart (required)

Provide a one-page illustration that depicts the organizational structure of the program.

Attachment 11: Maintenance of Effort Documentation (required)

Provide a baseline aggregate for actual non-federal EMA/TGA political subdivision expenditures for HIV-related core medical and support services during the most recently completed FY prior to the application deadline and an estimate for the next fiscal year using a table similar to the one below. Also include a description of the process and elements used to determine the amount of expenditures in the MOE calculations. [See Section 2605(a)(1)(B) of the PHS Act. Core medical services and support services are defined in Section 2604(c)(3) and 2604(d) of the legislation and HRSA/HAB service definitions distributed to all recipients.] HRSA will enforce statutory MOE requirements through all available mechanisms.

NON-FEDERAL EXPENDITURES	
<p>FY Prior to Application (Actual)</p> <p>Actual prior FY non-federal EMA/TGA political subdivision expenditures for HIV-related core medical and support services.</p> <p>Amount: \$ _____</p>	<p>Current FY of Application (Estimated)</p> <p>Estimated current FY non-federal EMA/TGA political subdivision expenditures for HIV-related core medical and support services.</p> <p>Amount: \$ _____</p>

Attachment 12: Federally Negotiated Indirect Cost Rate Agreement (if applicable, not counted in the page limit).

Attachment 13: Line Item Budget (required)

Attachment 14: Letters of Agreement, Memorandum of Understanding, Intergovernmental Agreements, and Other Relevant Documents (optional)

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

3. Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management

You must obtain a valid DUNS number, also known as the Unique Entity Identifier, for your organization/agency and provide that number in the application. You must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which you have an active

federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the agency under 2 CFR § 25.110(d)).

HRSA may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time HRSA is ready to make an award, HRSA may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If you have already completed Grants.gov registration for HRSA or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

The Grants.gov registration process requires information in three separate systems:

- Dun and Bradstreet (<http://www.dnb.com/duns-number.html>)
- System for Award Management (SAM) (<https://www.sam.gov>)
- Grants.gov (<http://www.grants.gov/>)

For further details, see Section 3.1 of HRSA's [SF-424 Application Guide](#).

If you fail to allow ample time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the electronic submission requirement.

4. Submission Dates and Times

Application Due Date

The due date for applications under this NOFO is October 30, 2017, at 11:59 p.m. Eastern Time.

See Section 8.2.5 – Summary of emails from Grants.gov of HRSA's [SF-424 Application Guide](#) for additional information.

5. Intergovernmental Review

The RWHAP Part A Emergency Relief Grant Program is a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100. See Executive Order 12372 in the [HHS Grants Policy Statement](#).

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

6. Funding Restrictions

You may request funding for a project period up to one (1) year, using the ceiling amount provided in [Appendix B](#).

In addition to the general Funding Restrictions included in Section 4.1 of the SF-424 Application Guide, RWHAP Part A funds cannot be used for the following purposes:

- Cash payment to intended recipients of RWHAP services;
- Construction (minor alterations and renovations to an existing facility to make it more suitable for the purpose of the program are allowable with prior HRSA approval);
- International travel;
- Pre-exposure prophylaxis (PrEP) or Post-Exposure Prophylaxis (PEP) medications or the related medical services. (See the [June 22, 2016 RWHAP and PrEP program letter](#));
- [Syringe Services Programs](#) (SSPs). Some aspects of SSPs are allowable with HRSA's prior approval and in compliance with HHS and HRSA policy;
- Payment 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 benefits program, or any entity that provides health services on a prepaid basis, (except for a program administered by or providing the services of the Indian Health Service); and
- Development of materials designed to promote or encourage, directly, intravenous drug use or sexual activity, whether homosexual or heterosexual.

Please see [PCN 15-01](#) and [Frequently Asked Questions](#) for information regarding the statutory ten (10) percent limitation on administrative costs.

You can find other non-allowable costs in [45 CFR part 75 – Subpart E Cost Principles](#).

The General Provisions in Division H of the Consolidated Appropriations Act, 2017 (P.L. 115-31) apply to this program. Please see Section 4.1 of HRSA's [SF-424 Application Guide](#) for additional information. Note that these or other restrictions will apply in FY 2018, as required by law.

You are required to have the necessary policies, procedures and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like those for all other applicable grants requirements, the effectiveness of these policies, procedures and controls is subject to audit.

All program income generated as a result of RWHAP Part A awarded funds is considered additive and must be used for otherwise allowable costs to further the objectives of the RWHAP Part A HIV Emergency Relief Grant Program. For RWHAP Part A, allowable costs are limited to core medical services, support services, CQM and administrative expenses [Section 2604(a)(2) of the PHS Act]. Program income may be utilized for elements of the program that are otherwise limited by statutory provisions, such as administrative and CQM activities that might exceed statutory caps, or unique

services that are needed to maintain a comprehensive program approach, but that would still be considered allowable under the award. (See [PCN 15-03, Clarifications Regarding the Ryan White HIV/AIDS Program and Program Income](#)).

You can find post-award requirements for program income at [45 CFR § 75.307](#). Per 45 CFR § 75.305 (b)(5), to the extent available, you must disburse funds available from program income before requesting grant funds.

V. Application Review Information

1. Review Criteria

HRSA has instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which each application will be judged. HRSA has developed critical indicators for each review criterion to assist you in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. See the review criteria outlined below with specific detail and scoring points.

These criteria are the basis upon which the reviewers will evaluate and score the merit of the application. The entire proposal is considered during objective review.

Review criteria are used to review and rank applications. The RWHAP Part A has six review criteria:

Criterion 1: NEED (66 points) – Corresponds to Section IV’s ii, Project Narrative: Introduction, Needs Assessment, Demonstrated Need, including the Epidemiologic Overview, Social Determinants of Health and Co-occurring Conditions, and Complexities of Providing Care and associated attachments. Note: This section includes EIHA, which is worth 33 points, per Section 2602(b)(4)(D)(vi) of the PHS Act.

The extent to which the application demonstrates the problem and associated contributing factors to the problem.

A. Demonstrated Need (33 points): Provides a description of the demonstrated needs of PLWH, both those in care and not in care. The needs assessment provides information on the size, geographic distribution, and the socio-demographics of the HIV population within the EMA/TGA. It also provides information on strategies for reducing barriers to accessing care as well as services targeted to individuals who are aware of and those unaware of their HIV status.

1) **Epidemiological Profile (10 points)**

- a) Provides a clear and comprehensive description of the HIV epidemic in the EMA/TGA geographic area.
- b) Clarity and completeness of the HIV Demographic Table(s) (**Attachment 3**), including use of the most recent data available and clearly cited sources of data.

- c) Clearly describes any increases in rates of HIV cases within emerging populations, how emerging populations were identified, and justifies the need for HIV-related services.

2) Co-occurring Conditions (10 points)

The strength of the table that quantifies the co-occurring conditions discussed in this section and clearly cites the data sources used (**Attachment 4**).

3) Complexities of Providing Care (13 points)

- a) Demonstrates a thorough understanding of both the impact and response to funding reduction (if applicable). Provides a clear and comprehensive description of any cost containment measures implemented, (e.g., waiting lists, client cost sharing, or other measures); PC or community PB response to the reduction in formula funding; and any transitional planning for clients receiving services that were either eliminated or reduced.
- b) Provides comprehensive estimates on poverty and health care coverage of PLWH in table format.
- c) Demonstrates a thorough understanding of relevant factors that limit access to health care, including geographic variation, and language barriers, and services gaps related to PLWH who have fallen out of care.

B. Early Identification of Individuals with HIV/AIDS (EIIHA) (33 points)

1) EIIHA Plan (12 points)

The strength and clarity of the EIIHA Plan that includes the following:

- a) Primary activities which will be undertaken, including system level interventions (e.g., routine testing in clinical settings, expanding partner services);
 - b) Major collaborations with other programs and agencies, including HIV prevention and surveillance programs; and
 - c) Anticipated outcomes of the program's overall EIIHA strategy.
- 2) Clarity and completeness of plans to address legal barriers, including state laws and regulations, to routine HIV testing. (3 points)**
- 3) Appropriateness of the description of three (3) distinct target populations, which includes a clear explanation of the following: (18 points)**
- a) Why the target populations were chosen and how the epidemiological data, social determinants of health or other data supports that decision;
 - b) Specific challenges or opportunities presented by the target populations; and
 - c) Specific strategies to be utilized with the target populations.

Criterion 2: RESPONSE (16 points) – Corresponds to Section IV. ii. Project Narrative: Methodology/Planning Responsibilities, Work Plan/Funding for Core and Support Services, Resolution of Challenges, and associated attachments.

The extent to which the proposed project responds to the “Purpose” included in the program description. The strength of the proposed goals and objectives and their relationship to the identified project. The extent to which the activities (scientific or

other) described in the application are capable of addressing the problem and attaining the project objectives.

A. Methodology (5 points)

- 1) Strength and clarity of the Community Input Process description that includes PLWH and community involvement, MAI needs, and utilization of data in priority setting and resource allocation.
- 2) Completeness of description of any significant changes in the prioritization and allocation processes from 2017 to 2018 project periods and clarity of rationale for making those changes.
- 3) Clarity and completeness of “Coordination of Service Streams” (**Attachment 5**) and the narrative identifying any needed resources and/or services in the jurisdiction, which are not provided, and the feasibility of the proposed steps to secure them.
- 4) Completeness of the description for the assessment of the recipient’s process to ensure timely allocation/contracting and payments to contractors, and recipient’s response to any deficiencies identified.
- 5) Letter of Assurance from Planning Council Chair(s) or Letter of Concurrence from Planning Bodies (**Attachment 6**) fully addressed and provided evidence that 2017 project period funding was expended according to PC priorities, PC approved a process for determining 2018 project period priorities and evidence of annual membership training.

B. Work Plan (9 points)

1) Funding for Core Medical and Support Services

a) Service Category Plan (Attachment 8)

- i. The clarity and completeness of the table that illustrates how RWHAP Part A and MAI core medical and support services are funded in the EMA/TGA as evidenced by the inclusion of complete data on service categories, priority number, funding amount, unduplicated clients, service unit definition, service units, and target populations (for MAI services only) for 2017 and 2018 project periods.

b) Service Category Plan Narrative

- i. The strength and clarity of the MAI initiatives and their impact on health outcomes along the continuum of care.

C. Resolution of Challenges (2 points)

The strength and feasibility of approaches to resolve challenges and barriers identified throughout the application (e.g., changing health care landscape, community engagement), as well as challenges encountered in integrating the HIV care continuum into planning and implementing the RWHAP Part A grant.

Criterion 3: EVALUATIVE MEASURES (2 points) – Corresponds to Section IV. ii. Project Narrative: Evaluation and Technical Support Capacity/CQM

The strength and effectiveness of the method proposed to monitor and evaluate the project results. Evidence that the evaluative measures will be able to assess: 1) to what extent the program objectives have been met, and 2) to what extent these can be attributed to the project.

- 1) Fully describes how performance data are used to evaluate disparities in care, and the strength of the actions taken in the last grant year to eliminate disparities.
- 2) Clearly describes how CQM data are used to improve and/or change service delivery in the jurisdiction.

Criterion 4: IMPACT (5 points) – Corresponds to Section IV. ii. Project Narrative: Methodology/Impact of Funding, Work Plan/HIV Care Continuum Table, and associated attachments.

- 1) The strength and completeness of the HIV Care Continuum Table depicting:
 - a) How RWHAP services will be used to address gaps along the HIV care continuum (**Attachment 7**);
 - b) How the HIV care continuum is currently utilized in planning, prioritizing, targeting, and monitoring available resources; and
 - c) The efforts made to impact the HIV care continuum and how they are evaluated in the jurisdiction.
- 2) Demonstrates a thorough understanding of how changes in the health care landscape, including, but not limited to service provision, changes in allocations, and health care coverage options, affect health outcomes of PLWH in the EMA/TGA.

Criterion 5: RESOURCES/CAPABILITIES (6 points) – Corresponds to Section IV. ii. Project Narrative: Organizational Information/Grant Administration and associated attachments.

The extent to which project personnel are qualified by training and/or experience to implement and carry out the project. The capabilities of the applicant organization and the quality and availability of facilities and personnel to fulfill the needs and requirements of the proposed project.

- 1) **Program Organization (2 points)**
 - a) The completeness and appropriateness of the Staffing Plan, Job Descriptions and Biographical Sketches for Key Personnel (**Attachment 1**) and Program Organizational Chart (**Attachment 10**) that demonstrates capacity of the department, unit, staffing levels (FTEs, including any vacancies), fiscal and/or management agents, planning and evaluation bodies, and in-kind support staff necessary to carry out the project.

2) Recipient Accountability (4 points)

a) Monitoring

The strength and completeness for the description of the FY 2017 subrecipients' most common findings, corrective actions to address findings, and compliance with single audit requirements.

b) Third Party Reimbursement

The strength and completeness of the process used to ensure RWHAP is the payor of last resort by vigorously pursuing alternate sources of payment, tracking source and use program income earned at recipient and subrecipient levels, and conducting annual RWHAP eligibility determinations and recertifications.

c) Fiscal Oversight

The strength and effectiveness of the process used to ensure adequate reporting, timely payment, reconciliation, and tracking of program expenditures separately by formula, supplemental, MAI, and carryover funds.

*Criterion 6: SUPPORT REQUESTED (5 points) – Corresponds to Section IV. ii.
Project Narrative: Organizational Information/MOE, Budget and associated attachments.*

The reasonableness of the proposed budget for the project period in relation to the objectives, the complexity of the activities, and the anticipated results.

- 1) The extent to which costs, as outlined in the budget, are reasonable given the scope of work, and aligned with demonstrated need and the Service Category Table.
- 2) The extent to which the budget reflects that key personnel have adequate time (FTEs) devoted to the project and allocated to appropriate budget categories.

2. Review and Selection Process

The independent review process provides an objective evaluation to the individuals responsible for making award decisions. The highest ranked applications receive consideration for award within available funding ranges. In addition to the ranking based on merit criteria, HRSA approving officials may also apply other factors in award selection, (e.g., geographical distribution), if specified below in this NOFO. HRSA may also consider assessment of risk and the other pre-award activities described in Section 3, below.

Funding Priority

This program includes a funding priority for some applicants as authorized by section 2603(b)(2)(C) of the PHS Act. HAB will determine the funding factor as outlined below.

Section 2603(b)(2)(C) of the PHS Act directs the Secretary to provide funds to areas to address the decline or disruption of services related to the decline in the amount of formula funding. HRSA sets aside a portion of the Part A supplemental funding to award priority funds in conformance with this statutory requirement. Applicants that

received greater than a 20 percent loss in their RWHAP Part A formula award when comparing their FY 2006 award to their FY 2018 award are eligible for and will receive priority funding.

3. Assessment of Risk and Other Pre-Award Activities

HRSA may elect not to fund applicants with management or financial instability that directly relates to the organization's ability to implement statutory, regulatory or other requirements ([45 CFR § 75.205](#)).

HRSA reviews applications receiving a favorable objective review for other considerations that include past performance, as applicable, cost analysis of the project/program budget, assessment of your management systems, ensuring continued applicant eligibility, and compliance with any public policy requirements, including those requiring just-in-time submissions. HRSA may ask you to submit additional programmatic or administrative information (such as an updated budget or "other support" information) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that HRSA will make an award. Following review of all applicable information, HRSA's approving and business management officials will determine whether HRSA can make an award, if special conditions are required, and what level of funding is appropriate.

Award decisions are discretionary and are not subject to appeal to any HRSA or HHS official or board.

Effective January 1, 2016, HRSA is required to review and consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIS\)](#). You may review and comment on any information about your organization that a federal awarding agency previously entered. HRSA will consider any of your comments, in addition to other information in [FAPIS](#), in making a judgment about your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed as described in 45 CFR § 75.205 HHS Awarding Agency Review of Risk Posed by Applicants.

HRSA will report to FAPIS a determination that an applicant is not qualified ([45 CFR § 75.212](#)).

4. Anticipated Announcement and Award Dates

HRSA anticipates issuing/announcing awards prior to the start date of March 1, 2018.

VI. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award prior to the start date of March 1, 2018. See

Section 5.4 of HRSA's [SF-424 Application Guide](#) for additional information.

2. Administrative and National Policy Requirements

See Section 2.2 of HRSA's [SF-424 Application Guide](#).

3. Reporting

The reporting activities are authorized in 45 CFR part 75 and title XXVI of the PHS Act, [42 U.S.C. 300ff-64](#). RWHAP award recipients must comply with Section 6 of HRSA's [SF-424 Application Guide](#) and the following reporting and review activities:

- 1) **Program Terms Report and Program Submission.** The RWHAP Part A recipient must submit a Program Terms Report and Program Submission to HRSA 90 days after the final award is issued. The CQM Plan is included within the Program Submission reporting requirement. HRSA will provide further information in the award notice.
- 2) **Estimated Unobligated Balance (UOB).** The recipient must submit an estimate of anticipated UOB and an estimate of anticipated carryover funding to HRSA no later than December 31, 2018. HRSA will provide further information in the award notice.
- 3) **RWHAP Part A & MAI Final Expenditure Report.** The recipient must submit a RWHAP Part A & MAI Final Expenditure Report no later than 90 days after the end of the 2018 budget period. HRSA will provide further information in the award notice.
- 4) **Annual Progress Report.** The recipient must submit an Annual Progress Report no later than 90 days after the end of the 2018 budget period. HRSA will provide further information in the award notice.
- 5) **Carryover Request.** If applicable, the RWHAP Part A recipient must submit a Carryover Request no later than 30 days after the FFR submission deadline. HRSA will provide further information in the award notice.
- 6) **Ryan White HIV/AIDS Program Services Report (RSR).** Acceptance of this award indicates that you assure that you will comply with data requirements of the RSR and that you will mandate compliance by each of your subrecipients. The RSR captures information necessary to demonstrate program performance and accountability. All RWHAP core medical and support service providers are required to submit client level data as instructed in the RSR manual. Please refer to the Ryan White HIV/AIDS Program Client Level Data website at <http://hab.hrsa.gov/manageyourgrant/clientleveldata.html> for additional information. Further information will be provided in the award notice.

VII. Agency Contacts

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

Olusola Dada
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD 20857
Telephone: (301) 443-0195
Email: ODada@hrsa.gov

You may request additional information regarding the overall program issues and/or TA related to this NOFO by contacting:

Steven R. Young, MSPH
Director, Division of Metropolitan HIV/AIDS Programs
Attn: HIV/AIDS Bureau
Health Resources and Services Administration
5600 Fishers Lane, Room 09W12
Rockville, MD 20857
Telephone: (301) 443-9091
Fax: (301) 443-5271
Email: SYoung@hrsa.gov

You may need assistance when working online to submit your application forms electronically. 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, 7 days a week, excluding federal holidays at:

Grants.gov Contact Center
Telephone: 1-800-518-4726 (International Callers, please dial 606-545-5035)
Email: support@grants.gov
Self-Service Knowledge Base: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

Successful applicants/recipients may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting information in HRSA's EHBs, contact the HRSA Contact Center, Monday-Friday, 8 a.m. to 8 p.m. ET, excluding federal holidays at:

HRSA Contact Center
Telephone: (877) 464-4772
TTY: (877) 897-9910
Web: <http://www.hrsa.gov/about/contact/ehbhelp.aspx>

VIII. Other Information

Technical Assistance

You are encouraged to participate in a TA webinar for this funding opportunity. The technical assistance webinar is scheduled for Tuesday, September 12, 2017 from 2 p.m. - 4 p.m. Eastern Time. The purpose of this webinar is to assist potential applicants in preparing applications that address the requirements of this funding notice. Participation in a pre-application TA webinar is optional.

The following TA webinar has been scheduled:

Day and Date: Tuesday, September 12, 2017

Time: 2 p.m. – 4 p.m. ET

Call-In Number: 1-888-810-5901

Participant Code: 8028761

Weblink: https://hrsa.connectsolutions.com/dmhap_fy18/

The pre-application technical assistance webinar will be recorded and should be available for viewing after September 22, 2017 at [Target Center Webinar and Call Archives](#).

IX. Tips for Writing a Strong Application

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

Appendix A

FY 2018 AGREEMENTS AND COMPLIANCE ASSURANCES Ryan White HIV/AIDS Program *Part A HIV Emergency Relief Grant Program*

I, the Chief Elected Official of the Eligible Metropolitan Area or Transitional Grant Area _____, (hereinafter referred to as the EMA/TGA) assure that:

Pursuant to Section 2602(a)(2)^{1, 2}

The EMA/TGA will establish a mechanism to allocate funds and a Planning Council that comports with section 2602(b).

Pursuant to Section 2602(a)(2)(B)

The EMA/TGA has entered into intergovernmental agreements with the Chief Elected Officials of the political subdivisions in the EMA/TGA that provide HIV-related health services and for which the number of AIDS cases in the last 5 years constitutes not less than 10 percent of the cases reported for the EMA/TGA.

Pursuant to Section 2602(b)(4)

The EMA/TGA Planning Council will determine the size and demographics of the population of individuals with HIV/AIDS, as well as the size and demographics of the estimated population of individuals with HIV/AIDS who are unaware of their HIV status; determine the needs of such population, and develop a comprehensive plan for the organization and delivery of health and support services. The plan must include a strategy with discrete goals, a timetable, and appropriate funding, for identifying individuals with HIV/AIDS who do not know their HIV status, making such individuals aware of their HIV status, and enabling such individuals to use the health and support services. The strategy should particularly address disparities in access and services among affected subpopulations and historically underserved communities.

Pursuant to Section 2603(c)

The EMA/TGA will comply with statutory requirements regarding the timeframe for obligation and expenditure of funds, and will comply with any cancellation of unobligated funds.

Pursuant to Section 2603(d)

The EMA/TGA will make expenditures in compliance with priorities established by the Planning Council/Planning Body.

Pursuant to Section 2604(a)

The EMA/TGA will expend funds according to priorities established by the Planning Council/Planning Body, and for core medical services, support services, and administrative expenses only.

¹ All statutory references are to the Public Health Service Act, unless otherwise specified.

² TGAs are exempted from the requirement related to Planning Councils, but must provide a process for obtaining community input as described in **section 2609(d)(1)(A)** of the PHS Act. TGAs that have currently operating Planning Councils are strongly encouraged to maintain that structure.

Pursuant to Section 2604(c)

The EMA/TGA will expend not less than 75 percent of service dollars for core medical services, unless waived by the Secretary.

Pursuant to Section 2604(f)

The EMA/TGA will, for each of such populations in the eligible area use, from the grants made for the area under Section 2601(a) for a FY, expend not less than the percentage constituted by the ratio of the population involved (infants, children, youth, or women in such area) with HIV/AIDS to the general population in such area of individuals with HIV/AIDS, unless a waiver from this provision is obtained.

Pursuant to Section 2604(g)

The EMA/TGA has complied with requirements regarding the Medicaid status of providers, unless waived by the Secretary.

Pursuant to Section 2604(h)(2), Section 2604(h)(3), Section 2604(h)(4)

The EMA/TGA will expend no more than 10 percent of the grant on administrative costs (including Planning Council or planning body expenses), and in accordance with the legislative definition of administrative activities, and the allocation of funds to subrecipients will not exceed an aggregate amount of 10 percent of such funds for administrative purposes.

Pursuant to Section 2604(h)(5)

The EMA/TGA will establish a CQM Program that meets HRSA requirements, and that funding for this program shall not exceed the lesser of five percent of program funds or \$3 million.

Pursuant to Section 2604(i)

The EMA/TGA will not use grant funds for construction or to make cash payments to recipients.

Pursuant to Section 2605(a)

With regard to the use of funds,

- a. funds received under Part A of Title XXVI of the Act will be used to supplement, not supplant, state funds made available in the year for which the grant is awarded to provide HIV related services to individuals with HIV disease;
- b. during the period of performance, political subdivisions within the EMA/TGA will maintain at least their prior FY's level of expenditures for HIV related services for individuals with HIV disease;
- c. political subdivisions within the EMA/TGA will not use funds received under Part A in maintaining the level of expenditures for HIV related services as required in the above paragraph; and
- d. documentation of this MOE will be retained.

Pursuant to Section 2605(a)(3)

The EMA/TGA will maintain appropriate referral relationships with entities considered key points of access to the health care system for the purpose of facilitating EIS for individuals diagnosed as being HIV positive.

Pursuant to Section 2605(a)(5)

The EMA/TGA will participate in an established HIV community based continuum of care, if such continuum exists within the EMA/TGA.

Pursuant to Section 2605(a)(6)

Part A funds will not be used to pay for any item or service that can reasonably be expected to be paid under any state compensation program, insurance policy, or any Federal or state health benefits program (except for programs related to the Indian Health Service) or by an entity that provides health services on a prepaid basis.

Pursuant to Section 2605(a)(7)(A)

Part A funded HIV primary medical care and support services will be provided, to the maximum extent possible, without regard to a) the ability of the individual to pay for such services or b) the current or past health conditions of the individuals to be served.

Pursuant to Section 2605(a)(7)(B)

Part A funded HIV primary medical care and support will be provided in settings that are accessible to low-income individuals with HIV disease.

Pursuant to Section 2605(a)(7)(C)

A program of outreach services will be provided to low-income individuals with HIV disease to inform them of such services.

Pursuant to Section 2605(a)(8)

The EMA/TGA has participated in the Statewide Coordinated Statement of Need (SCSN) process initiated by the state, and the services provided under the EMA/TGA's comprehensive plan are consistent with the SCSN.

Pursuant to Section 2605(a)(9)

The EMA/TGA has procedures in place to ensure that services are provided by appropriate entities.

Pursuant to Section 2605(a)(10)

The EMA/TGA will submit audits every 2 years to the lead state agency under Part B of Title XXVI of the PHS Act.

Pursuant to Section 2605(e)

The EMA/TGA will comply with the statutory requirements regarding imposition of charges for services.

Pursuant to Section 2681(d)

Services funded will be integrated with other such services, programs will be coordinated with other available programs (including Medicaid), and that the continuity of care and prevention services of individuals with HIV is enhanced.

Pursuant to Section 2684

No funds shall 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 _____

Appendix B

Geographic Service Areas

Applications must propose to serve the entire service area, as defined here in Appendix B.

The “Funding Ceiling” column identifies the total funding available for the delivery of comprehensive primary healthcare and support services for low income, uninsured and underserved PLWH for each service area. Funding requests must not exceed the published funding ceiling amount. Please note that this amount includes MAI funding. The MAI component of your budget must not exceed five percent of your FY 2017 MAI award.

EMA	City	State	Funding Ceiling	Service area
Atlanta EMA	Atlanta	GA	\$26,806,415	Barrow County, Bartow County, Carroll County, Cherokee County, Clayton County, Cobb County, Coweta County, DeKalb County, Douglas County, Fayette County, Forsyth County, Fulton County, Gwinnett County, Henry County, Newton County, Paulding County, Pickens County, Rockdale County, Spalding County, and Walton County
Baltimore EMA	Baltimore	MD	\$17,859,446	Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County, Howard County, and Queen Anne's County
Boston EMA*	Boston	MA	\$15,629,834	MA: Bristol County, Essex County, Middlesex County, Norfolk County, Plymouth County, Suffolk County, and Worcester County NH: Hillsborough County, Rockingham County, and Strafford County

Chicago EMA	Chicago	IL	\$28,823,062	Cook County, DeKalb County, DuPage County, Grundy County, Kane County, Kendall County, Lake County, McHenry County, and Will County
Dallas EMA	Dallas	TX	\$18,234,544	Collin County, Dallas County, Denton County, Ellis County, Henderson County, Hunt County, Kaufman County, and Rockwall County
Detroit EMA	Detroit	MI	\$10,213,475	Lapeer County, Macomb County, Monroe County, Oakland County, St. Clair County, and Wayne County
Fort Lauderdale EMA	Fort Lauderdale	FL	\$16,623,315	Broward County
Houston EMA	Houston	TX	\$23,912,765	Chambers County, Fort Bend County, Harris County, Liberty County, Montgomery County, and Waller County
Los Angeles EMA	Los Angeles	CA	\$45,723,215	Los Angeles County
Miami EMA	Miami	FL	\$27,963,028	Miami-Dade County
Nassau-Suffolk EMA	Mineola	NY	\$5,895,963	Nassau County and Suffolk County
New Haven EMA	New Haven	CT	\$5,982,648	Fairfield County and New Haven County
New Orleans EMA	New Orleans	LA	\$8,304,396	Jefferson Parish, Orleans Parish, Plaquemines Parish, St. Bernard Parish, St. Charles Parish, St. James Parish, St. John the Baptist Parish, and St. Tammany Parish
New York EMA	New York	NY	\$103,813,259	Bronx County, Kings County, New York County, Putnam County, Queens County, Richmond County, Rockland County, and Westchester County
Newark EMA	Newark	NJ	\$13,466,992	Essex County, Morris County, Sussex County,

				Union County, and Warren County
Orlando EMA	Orlando	FL	\$10,190,328	Lake County, Orange County, Osceola County, and Seminole County
Philadelphia EMA*	Philadelphia	PA	\$24,023,303	PA: Bucks County, Chester County, Delaware County, Montgomery County, and Philadelphia County NJ: Burlington County, Camden County, Gloucester County, and Salem County
Phoenix EMA	Phoenix	AZ	\$9,675,916	Maricopa County and Pinal County
San Diego EMA	San Diego	CA	\$11,971,876	San Diego County
San Francisco EMA	San Francisco	CA	\$16,601,550	Marin County, San Francisco County, and San Mateo County
San Juan EMA	San Juan	PR	\$11,871,640	Aguas Buenas Municipality, Barceloneta Municipality, Bayamón Municipality, Canóvanas Municipality, Carolina Municipality, Cataño Municipality, Ceiba Municipality, Comerío Municipality, Corozal Municipality, Dorado Municipality, Fajardo Municipality, Florida Municipality, Guaynabo Municipality, Humacao Municipality, Juncos Municipality, Las Piedras Municipality, Loíza Municipality, Luquillo Municipality, Manatí Municipality, Morovis Municipality, Naguabo Municipality, Naranjito Municipality, Río Grande Municipality, San Juan Municipality, Toa Alta Municipality, Toa Baja Municipality, Trujillo Alto Municipality, Vega Alta Municipality, Vega Baja

				Municipality, and Yabucoa Municipality
Tampa-St. Petersburg EMA	Tampa	FL	\$10,808,521	Hernando County, Hillsborough County, Pasco County, and Pinellas County
Washington, DC EMA*	Washington	DC	\$34,143,157	District of Columbia MD: Calvert County, Charles County, Frederick County, Montgomery County, and Prince George's County VA: Alexandria City, Arlington County, Clarke County, Culpeper County, Fairfax City, Fairfax County, Falls Church City, Fauquier County, Fredericksburg City, King George County, Loudoun County, Manassas City, Manassas Park City, Prince William County, Spotsylvania County, Stafford County, and Warren County WV: Berkeley County, and Jefferson County
West Palm Beach EMA	West Palm Beach	FL	\$8,020,040	Palm Beach County

*Service area crosses state lines

Current TGA Recipient	City	State	Funding Ceiling	Service area
Austin TGA	Austin	TX	\$5,072,729	Bastrop County, Caldwell County, Hays County, Travis County, and Williamson County
Baton Rouge TGA	Baton Rouge	LA	\$4,833,636	Ascension Parish, East Baton Rouge Parish, East Feliciana Parish, Iberville Parish, Livingston Parish, Pointe Coupee Parish, St. Helena Parish, West Baton Rouge Parish, and West Feliciana Parish
Bergen-Passaic TGA	Paterson	NJ	\$4,333,040	Bergen County and Passaic County
Charlotte-Gastonia TGA*	Charlotte	NC	\$6,545,685	NC: Anson County, Cabarrus County, Gaston County, Mecklenburg County, and Union County SC: York County
Cleveland-Lorain-Elyria TGA	Cleveland	OH	\$4,910,542	Ashtabula County, Cuyahoga County, Geauga County, Lake County, Lorain County, and Medina County
Columbus TGA	Columbus	OH	\$4,761,097	Delaware County, Fairfield County, Franklin County, Licking County, Madison County, Morrow County, Pickaway County, and Union County
Denver TGA	Denver	CO	\$8,217,030	Adams County, Arapahoe County, Denver County, Douglas County, and Jefferson County
Fort Worth TGA	Fort Worth	TX	\$4,708,143	Hood County, Johnson County, Parker County, and Tarrant County
Hartford TGA	Hartford	CT	\$3,413,321	Hartford County, Middlesex County, and Tolland County

Indianapolis TGA	Indianapolis	IN	\$4,579,120	Boone County, Brown County, Hamilton County, Hancock County, Hendricks County, Johnson County, Marion County, Morgan County, Putnam County, and Shelby County
Jacksonville TGA	Jacksonville	FL	\$6,335,214	Clay County, Duval County, Nassau County, and St. Johns County
Jersey City TGA	Jersey City	NJ	\$5,428,884	Hudson County
Kansas City TGA*	Kansas City	MO	\$4,534,522	MO: Cass County, Clay County, Clinton County, Jackson County, Lafayette County, Platte County, Ray County, and Johnson County KS: Leavenworth County, Miami County, and Wyandotte County
Las Vegas TGA*	Las Vegas	NV	\$6,444,707	NV: Clark County, and Nye County AZ: Mohave County
Memphis TGA*	Memphis	TN	\$7,136,376	TN: Fayette County, Shelby County, and Tipton County AR: Crittenden County MS: DeSoto County, Marshall County, Tate County, and Tunica County
Middlesex-Hunterdon-Somerset TGA	New Brunswick	NJ	\$2,983,423	Hunterdon County, Middlesex County, and Somerset County
Minneapolis–St. Paul TGA*	Minneapolis	MN	\$6,198,211	MN: Anoka County, Carver County, Chisago County, Dakota County, Hennepin County, Isanti County, Ramsey County, Scott County, Sherburne County, Washington County, and Wright County WI: Pierce County and St. Croix County

Nashville TGA	Nashville	TN	\$4,815,165	Cannon County, Cheatham County, Davidson County, Dickson County, Hickman County, Macon County, Robertson County, Rutherford County, Smith County, Sumner County, Trousdale County, Williamson County, and Wilson County
Norfolk TGA*	Norfolk	VA	\$6,231,884	VA: Chesapeake City, Gloucester County, Hampton City, Isle of Wight County, James City County, Mathews County, Newport News City, Norfolk City, Poquoson City, Portsmouth City, Suffolk City, Virginia Beach City, Williamsburg City, and York County NC: Currituck County
Oakland TGA	Oakland	CA	\$7,523,617	Alameda County and Contra Costa County
Orange County TGA	Santa Ana	CA	\$6,643,556	Orange County
Portland TGA*	Portland	OR	\$4,267,956	OR: Clackamas County, Columbia County, Multnomah County, Washington County, and Yamhill County WA: Clark County
Riverside-San Bernadino TGA	San Bernadino	CA	\$8,180,902	Riverside County and San Bernardino County
Sacramento TGA	Sacramento	CA	\$3,534,323	El Dorado County, Placer County, and Sacramento County

Saint Louis TGA*	St. Louis	MO	\$6,589,620	MO: Franklin County, Jefferson County, Lincoln County, St. Charles County, St. Louis City, St. Louis County, and Warren County IL: Clinton County, Jersey County, Madison County, Monroe County, and St. Clair County
San Antonio TGA	San Antonio	TX	\$5,580,924	Bexar County, Comal County, Guadalupe County, and Wilson County
San Jose TGA	San Jose	CA	\$3,292,407	Santa Clara County
Seattle TGA	Seattle	WA	\$7,528,149	Island County, King County, and Snohomish County

*Service area crosses state lines