

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



HIV/AIDS Bureau
Division of State HIV/AIDS Programs

AIDS Drug Assistance Program (ADAP) Emergency Relief Funds (ERF)

Funding Opportunity Number: HRSA-18-059
Funding Opportunity Type(s): New—Limited Competition
Catalog of Federal Domestic Assistance (CFDA) Number: 93.917

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2018

Application Due Date: November 13, 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 1 month to complete.*

Issuance Date: September 14, 2017

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Authority: Public Health Service Act, Sections 311(c) and 2616 (42 U.S.C. 243(c) and 300ff-26), 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) is accepting applications for fiscal year (FY) 2018 AIDS Drug Assistance Program (ADAP) Emergency Relief Funds (ERF). The purpose of this program is to provide funding to states/territories to prevent, reduce, or eliminate ADAP waiting lists, including through cost-containment measures. Section 311 of Title III of the Public Health Service (PHS) Act authorizes the Secretary to utilize resources to control epidemics of any disease. These funds are to be used in conjunction with the Ryan White HIV/AIDS Program's (RWHAP) Part B ADAP administered by the HRSA HAB Division of State HIV/AIDS Programs (DSHAP).

Funding Opportunity Title:	AIDS Drug Assistance Program (ADAP) Emergency Relief Funds (ERF)
Funding Opportunity Number:	HRSA-18-059
Due Date for Applications:	November 13, 2017
Anticipated Total Annual Available FY18 Funding:	\$65,000,000
Estimated Number and Type of Award(s):	Up to 35 grants
Estimated Award Amount:	Up to \$11,000,000 per year
Cost Sharing/Match Required:	No
Project Period/Period of Performance:	April 1, 2018 through March 31, 2019 (one (1) year)
Eligible Applicants:	All 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands. See Section III-1 of this notice of funding opportunity (NOFO), formerly known as the funding opportunity announcement (FOA), for complete eligibility information.

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

Technical Assistance

HAB has scheduled the following technical assistance webinar:

Day and Date: Wednesday, September 27, 2017

Time: 3 p.m. – 4 p.m. ET

Call-In Number: 1-800-988-9433

Participant Code: 9612948

Weblink: https://hrsa.connectsolutions.com/ta_x09_nof/

HAB will record the TA webinar and make it available on the [TARGET Center](#) website.

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I. Program Funding Opportunity Description

1. Purpose

This notice solicits applications for the Ryan White HIV/AIDS Program (RWHAP) Part B AIDS Drug Assistance Program (ADAP) Emergency Relief Funds (ERF). The Health Resources and Services Administration's (HRSA) HIV/AIDS Bureau (HAB), Division of State HIV/AIDS Programs (DSHAP) administers this program.

ADAP ERF awards are intended for states/territories that demonstrate the need for additional resources to prevent, reduce, or eliminate ADAP waiting lists, including through cost-containment measures (for example, the provision of health insurance assistance). HRSA will base ADAP ERF awards upon applicants' ability to successfully demonstrate need for additional funding. An external objective review committee (ORC) will evaluate this need based on criteria published in this notice of funding opportunity (NOFO), with priority given to addressing existing waiting lists.

HRSA first funded this ERF initiative in August 2010, when numerous states/territories were experiencing ADAP waiting lists. At the time of publication of this NOFO, there are no ADAP waiting lists. HRSA continues to provide funding under this initiative to maintain infrastructure in those states/territories that had previously imposed waiting lists, and to ensure that no new waiting lists are established. States/territories that have not reported an existing waiting list to HRSA must do so immediately and use funding awarded under this NOFO to remove clients from the waiting list.

2. Background

This program is authorized by Public Health Service Act, Sections 311(c) and 2616 (42 U.S.C. 243(c) and 300ff-26), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87). ADAPs ensure access to medication to treat HIV disease for eligible clients through the direct purchase of medication and through covering the costs of insurance premiums, copays, and deductibles. The state or territory determines client eligibility, which includes verification of HIV status, financial eligibility, and residency eligibility criteria. Financial eligibility is usually determined as a percentage of the Federal Poverty Level (FPL). ADAPs are required to recertify client eligibility at least every six months.

Steady growth in the number of eligible clients combined with rising costs of complex HIV treatments sometimes result in states/territories experiencing greater demand for ADAP services than available resources can cover. A state/territory implements an ADAP waiting list when adequate funding is not available to provide medications to eligible persons requesting enrollment in their ADAP and the jurisdiction has utilized all other feasible cost-containment strategies. ADAPs with waiting lists are required to verify eligibility for the program for all individuals on a waiting list, and prioritize individuals by a pre-determined criterion. The ADAP manages the waiting list to bring clients into the program as funding becomes available. At the time of publication of this NOFO, there are no ADAP waiting lists.

“Cost-containment” strategies employed by ADAPs can include “cost-cutting” measures and “cost-saving” measures. Examples of “cost-cutting” measures include: reductions in ADAP financial eligibility below 300 percent of the FPL, capped enrollment, formulary reductions with respect to antiretroviral and/or medications to treat opportunistic infections and complications of HIV disease, and/or restrictions with respect to ADAP funded health insurance assistance eligibility criteria.

Examples of “cost-saving” measures include: RWHAP Part B program structural or operational changes such as expanding health insurance assistance; strategies to increase enrollment in health care coverage; improved systems and procedures for the collection of rebates; and data-sharing agreements, including with the Centers for Medicare and Medicaid Services (CMS) for Medicare Part D.

Eligible states/territories may request ADAP ERF to implement measures to help achieve and/or maximize cost-containment strategies.

ADAPs are required to use every means at their disposal to secure the best price available for all products on their ADAP formularies in order to achieve maximum results with these funds. As covered entities, ADAPs are eligible to participate in the 340B Drug Pricing Program under Section 340B of the PHS Act. Funds received as a result of participating in the 340B Drug Pricing Program must be returned to the RWHAP Part B program, with priority given to ADAP (see [Policy Clarification Notices 15-03 and 15-04](#) for more information). You must ensure that you use rebates and program income consistent with RWHAP requirements.

National Goals to End the HIV Epidemic

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

- 1) Reduce new HIV infections;
- 2) Increase access to care and optimize health outcomes for people living with HIV (PLWH);
- 3) Reduce HIV-related health disparities and health inequities; and
- 4) Achieve a more coordinated national response to the HIV epidemic.

To achieve these goals, recipients should take action to align their organization’s efforts, within the parameters of the RWHAP statute and program guidance, around 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 PLWH and linking them to HIV primary care with initiation and long-term maintenance of life-saving antiretroviral treatment (ART) are important public health steps toward the elimination of HIV in the United States. The continuum of interventions that begins with outreach and testing and concludes with HIV viral 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 Service Report (RSR) indicate that there are better outcomes in RWHAP funded agencies with approximately 83.4 percent of individuals who received RWHAP-funded HIV primary care being virally suppressed. Such findings underscore the importance of supporting effective interventions for linking HIV-positive individuals into care, retaining them in care, and helping them adhere to their combination ART.

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 HIV care continuum, so that individuals who have diagnosed HIV infection are linked to and engaged in care and started on ART as early as possible. HAB encourages recipients to use the [RWHAP performance measures](#) at their local level, to assess the efficacy of their programs and to analyze and improve the gaps along the HIV care continuum.

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

II. Award Information

1. Type of Application and Award

Type(s) of applications sought: New, Limited Competition.

HRSA will provide funding in the form of a grant.

2. Summary of Funding

HRSA expects approximately \$65,000,000 to be available to fund up to 35 recipients. You may apply for a ceiling amount of up to \$11,000,000 total cost (includes both direct and indirect, facilities, and administrative costs) per year. The actual amount available will not be determined until enactment of the final FY 2018 federal appropriation. This program notice 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 April 1, 2018 through March 31, 2019 (one (1) year).

As noted, HRSA will cap FY 2018 ADAP ERF awards at a maximum of \$11,000,000 with a minimum of \$100,000, subject to the availability of funds. HRSA will base the amount of each award on the applicant's ability to demonstrate the need for funding to

prevent, reduce, or eliminate a waiting list, including through “cost-cutting” and/or “cost-saving” measures. HRSA will base funding decisions on an external ORC review and scoring of the criteria published in Section V.1 of this notice.

HRSA places significant importance on the elimination of waiting lists and therefore:

- HRSA will use the ORC scores to establish the rank order for awarding funds.
- HRSA will award funds to all applicants that request funds to address a newly imposed waiting list that are recommended for an award by the ORC based on their ORC scores.
- Once those funds are distributed, HRSA will award funds to applicants that request funds for “cost-cutting” and/or “cost-saving” measures based on their ORC scores.

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

III. Eligibility Information

1. Eligible Applicants

Eligible applicants are limited to RWHAP Part B states/territories that reported to HRSA a new ADAP waiting list or who have used the ADAP ERF funds to prevent, reduce, or eliminate an ADAP waiting list between January 2011 and August 2017.

All 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands are eligible to apply for funding if they meet the above requirement.

States/territories that did not report to HRSA a new ADAP waiting list or use the ADAP ERF funds to prevent, reduce, or eliminate an ADAP waiting list between January 2011 and August 2017 are not eligible to apply.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

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

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 download 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 workspace application 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 accessing the 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 it 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 **40 pages** when HRSA prints them. 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.

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 #6: 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](#).

In addition, provide brief updated information, in this order:

- General demographics of the state/territory
- Demographics of the populations living with HIV in the state/territory
- Brief description of the State ADAP and key environmental factors impacting the program
- Description of the need for additional resources to prevent, reduce, or eliminate waiting lists and to address cost-containment measures (including "cost-cutting" and/or "cost-saving")
- Description of the planned use of ADAP ERF, if received

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 (Need)***
This introduction section should briefly describe how you will utilize RWHAP ADAP ERF funds in support of preventing, reducing, or eliminating a waiting list, including through cost-cutting or cost-savings measures during the project period.
- ***NEEDS ASSESSMENT -- Corresponds to Section V's Review Criterion 1 (Need)***
The purpose of this section is to demonstrate the severity of the HIV epidemic in the state/territory and the need for additional resources to meet the projected

ADAP client service needs for FY 2018.

A. State/Territory's HIV Epidemiologic Data and ADAP Profile

1) HIV Epidemiologic Data from the 2017 - 2021 Integrated HIV Prevention and Care Plan

You are not required to submit this information in this application. HRSA will use the HIV epidemiologic data from the 2017 - 2021 Integrated HIV Prevention and Care Plan for this application, and will provide it to the ORC.

2) ADAP State/Territory Profile

You must provide the following information regarding eligibility for this award and the structure, functions, and operational processes of the ADAP and the clients that it serves.

a) Eligibility for ADAP ERF Funding

- i. Did you report to HRSA an ADAP waiting list between January 2011 and August 2017? (Yes/No)
- ii. Did you use ADAP ERF funds to prevent, reduce, or eliminate an ADAP waiting list between January 2011 and August 2017? (Yes/No)

Reminder: States/territories that did not report to HRSA an existing ADAP waiting list or use the ADAP ERF funds to prevent, reduce, or eliminate an ADAP waiting list between January 2011 and August 2017 are not eligible to apply for ADAP ERF Awards.

b) ADAP Funding Summary for FY 2016 and FY 2017

In a table format, please list all sources of funding for ADAP and the amounts received and expended during the FY 2016 project period (April 1, 2016 through March 31, 2017) and year-to-date for the FY 2017 project period (April 1, 2017 through March 31, 2018):

- i. ADAP Base
- ii. ADAP Supplemental
- iii. RWHAP Part B Base Contribution to ADAP
- iv. RWHAP Part B Supplemental Contribution to ADAP
- v. ADAP ERF Award
- vi. RWHAP Part A Contribution to ADAP
- vii. State Funds
- viii. Drug Rebates
- ix. Carryover
- x. Program Income
- xi. Other Sources (describe)
- xii. Total of ADAP Funding

c) ADAP Funding Summary Narrative for FY 2016 and FY 2017

In a narrative format, briefly describe the following:

- i. Steps you have taken over the last two fiscal years to maximize the funding for the ADAP
- ii. How efforts to maximize funding have impacted the overall funding

portfolio as described in the ADAP Funding Summary for FY 2016 and FY 2017 table above

d) Cost-Cutting Measures for FY 2016 and FY 2017

Please identify which, if any, of the following cost-cutting measures were in place or newly implemented in FY 2016 and FY 2017 for your ADAP:

- i. Enrollment cap (if so, specify the maximum number of enrollees)
- ii. Capped number of prescriptions per month (if so, specify the cap)
- iii. Capped expenditure (if so, the amount and timeframe)
- iv. Drug-specific enrollment caps for antiretrovirals (if so, specify)
- v. Reduction in formulary (if so, specify)
- vi. Decrease in financial eligibility criteria (if so, specify)
- vii. Other (please specify)

e) Cost-Saving Measures for FY 2016 and FY 2017

Please identify which, if any, of the following cost-saving measures were in place or newly implemented in FY 2016 and FY 2017 for your ADAP:

- i. Expansion of health insurance assistance (if so, what services are currently offered)
- ii. Enrolling eligible clients in health insurance (if so, how many were enrolled and through what mechanism)
- iii. Enrolling eligible clients in Medicaid
- iv. Improved client recertification processes (if so, what was improved)
- v. Decrease in administrative expenditures
- vi. Other (please specify)

f) Client Utilization Summary for FY 2016 and FY 2017

- i. Total number of clients enrolled in ADAP for each fiscal year
- ii. Average number of clients using ADAP each month for each fiscal year

B. Factors Affecting State ADAP Capacity to Meet Need

You must provide a detailed narrative description of at least three factors impacting the ADAP's need for additional resources to prevent, reduce, or eliminate a waiting list and why the ADAP is unable to meet the need with existing resources. You should support this discussion by data sources as appropriate when discussing trends and changes (including environmental changes) that have resulted in this need. Examples of factors may include, but are not limited to:

- Trends or changes in the HIV disease prevalence over the past two calendar years (January 1, 2015 through December 31, 2016) that have affected the ADAP.
- Changes to the state/territory's service delivery system that may include client need and/or administrative burden as a result of the changing health care landscape.
- Changes in client population or demographics over the last two years including but not limited to increased eligible applicants, increased percentage of eligible clients below 100 percent of the FPL, high unemployment rates, and/or increased number of out-of-care clients seeking treatment.
- Increased program costs including but not limited to cost of ADAP

- medications and/or cost to ADAP for insurance premiums, deductibles, and/or cost-sharing.
 - Decreased or level funding from state or federal resources for ADAP and/or HIV services.
- *METHODOLOGY -- Corresponds to Section V's Review Criterion 2 (Response)*

A. ADAP Average Annual Client Costs and Forecasting

You must provide a calculation of the projected average cost per client for medication assistance and/or health insurance assistance for the FY 2018 ADAP ERF project period (April 1, 2018 through March 31, 2019). **Important Note:** You do not need to provide an average cost per client for a type of assistance for which you are not requesting funding.

You must determine the average cost per client through your own calculations, or through the cost calculation template in **Appendix A**. Whichever calculation methodology is used, you must provide the step-by-step calculations utilized in developing the average cost per client. You must use the calculated **average cost per client in developing the proposed budget for the use of the ADAP ERF funds and/or to project the impact of proposed cost-containment measures**. Provide the calculation(s) that show how you multiplied the average cost per client by the projected number of clients to be served to determine the budget request for medication assistance and/or health insurance assistance.

Important Note: The external ORC reviewers will review and determine:

- Whether you provided the step-by-step calculations utilized in developing the average cost per client, as required.
- Whether the calculations are correct and reflected in your plan and budget request; if incorrect, the ORC will identify the error along with its impact on your average client costs calculations and budget request.
- If applicable, whether or not you based the budget request on the number of individuals on the state/territory's waiting list.

1) ADAP Average Annual Client Costs

a) Medication Costs

If requesting funding for medication assistance, please provide:

- i. Calculations for, and
- ii. Resulting projected annual average medication cost per client for the FY 2018 ADAP ERF project period.

b) Health Insurance Assistance Costs

If requesting assistance for health insurance assistance, please provide:

- i. Calculations for, and
- ii. Resulting projected annual average insurance assistance cost per client for the FY 2018 ADAP ERF project period.

2) Forecasting

a) States/Territories Requesting Funds to Purchase Medications or Health Insurance Assistance to Prevent, Reduce, or Eliminate Waiting Lists:

- i. For applicants with an existing ADAP waiting list, provide the current number of individuals on the waiting list.
- ii. Describe the projected impact of ADAP ERF, together with FY 2018 RWHAP Part B funds, funding provided by the state/territory, resources generated by rebates and program income, FY 2018 RWHAP Part A contributions, and any other projected resources, in addressing:
 - 1) Your projected/potential ADAP waiting list, and/or
 - 2) Your current waiting list.

b) States/Territories Requesting Funds for other Cost-Cutting or Cost-Saving Measures to Prevent, Reduce, or Eliminate Waiting Lists:

For each proposed measure indicated in the work plan, describe the specific projected impact of ADAP ERF on enhancing cost-saving measures, reversing cost-cutting measures, improving ADAP operations, and/or maximizing available ADAP resources.

- *WORK PLAN -- Corresponds to Section V's Review Criteria 2 (Response) and 3 (Impact)*

Describe the steps that you will take to carry out each of the activities proposed during the entire work period. Please present this in the form of a work plan (HRSA suggests a table format), which is uploaded as **Attachment 1**, and a narrative.

A. Planned Services and Work Plan

List each planned ADAP ERF service (e.g., purchase of ADAP medications, purchase of health insurance premiums, payment of medication co-payments, deductibles, or co-insurance) and/or cost-containment measure (i.e., cost-cutting or cost-saving measures) designed to improve ADAP operations and maximize available ADAP resources. The work plan should complement the implementation plan submitted with the most current RWHAP Part B Base/ADAP (X07) application. HRSA encourages you to use a table format with the following sections:

- 1) Planned Expenditure Summary** listing the amount budgeted by service category, cost-containment measures/initiatives, and recipient administrative costs;
- 2) Planned Expenditures by Service Category** with columns for Planned Service, Service Unit Description, # of Service Units, # of Clients and amount budgeted for each service;
- 3) Planned Expenditure by Cost-Containment Measures/Initiatives** listing each planned cost-containment initiative with the date initiated and the amount budgeted for each initiative;
- 4) SMART Objectives:** Provide the SMART objective associated with the planned service category, cost-containment measures/initiatives, and recipient administrative costs that will be funded with FY 2018 ADAP ERF funds. SMART objectives are **Specific**—identifying target population and activity, **Measurable**—indicating how much or how many, **Attainable**—must be

realistically accomplished using resources provided, **Realistic**—addressing and establishing reasonable programmatic steps, and **Time-sensitive**—indicating a timeline during which you will accomplish the objective; and

- 5) **Service Unit Definition:** Describe the definition of the unit of service for the planned service category, cost-containment measure/initiative, and recipient administrative cost that you will fund with FY 2018 ADAP ERF funds.

B. Planned Services and Work Plan Narrative

Provide a narrative that describes the following for each planned service, cost-containment measure/initiative, and recipient administrative cost identified in the work plan:

- 1) How you will assure that you will spend funds allocated for each service/activity within the twelve-month project period;
- 2) If you have a new ADAP waiting list, how the services/activities will reduce the number of persons on the waiting list;
- 3) If you do not have an existing waiting list:
 - a) How the services/activities will improve ADAP operations and maximize ADAP resources; and
 - b) How the services/activities will prevent the implementation of an ADAP waiting list in FY 2018 (4/1/18-3/31/19).

C. Anticipated Impact of ADAP ERF

Provide a brief description of the anticipated impact of the proposed ADAP ERF-funded planned service, cost-containment measure/initiative, and recipient administrative cost activities on currently implemented or anticipated cost-containment measures as it relates to waiting list prevention, reduction, or elimination.

- 1) Describe how you will monitor progress toward meeting the goals and objectives of the proposed project.
- 2) Describe how these activities will support the continued function of the ADAP.
- 3) Describe how the anticipated outcomes will support full and sustained ADAP service provision beyond the funding period. If you cannot support full and sustained ADAP service provision beyond the funding period, identify any sustainability barriers and describe the plans on how to address them in the future.

D. Monitoring

Provide a brief description of the methods in place to monitor and assess the effectiveness of the activities to prevent, reduce, or eliminate the waiting list, including cost-containment measures, proposed on the ADAP ERF work plan. Provide a description of the anticipated outcomes resulting from ADAP ERF supported activities. The narrative should include a description of how the ADAP will measure and monitor progress on outcomes and how the ADAP will address

problems identified through monitoring.

Important Note: HRSA expects that the ADAP will utilize its current RWHAP Part B Quality Management Program when implementing services funded through the ADAP ERF award.

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

A. State/Territory Actions to Address ADAP Challenges

This section provides an opportunity for you to describe specific challenges and barriers and actions necessary to prevent, reduce, or eliminate an ADAP waiting list in FY 2018 (4/1/18 – 3/31/19). Please describe for each of the following sections how the program has employed cost-cutting and/or cost-saving strategies to prevent ADAP waiting list(s) in FY 2016 and FY 2017. Support each section by data showing how these strategies benefit the ADAP.

1) Improved Program Efficiencies:

Please describe any challenges regarding program efficiencies and how your program has addressed challenges, including through the use of ADAP ERF (X09) funding, by improving operations in order to reduce costs and improve efficiency. Support your description with data showing how the improved operational efficiencies will benefit the ADAP.

2) Improved Ability to Enroll Clients in Other Payor Sources:

Please describe any challenges to enrolling clients in other payor sources, and how your program has addressed challenges by improving systems to increase enrollment in other forms of insurance including Medicare Part D, Medicaid, and other health insurance options. Be sure to support your description with data showing how improved enrollment in other payor sources will benefit the ADAP.

3) Reallocation of Resources:

Please describe any challenges/limits with ADAP resources, and if/how you have reallocated funds to address ADAP challenges. Be sure to indicate if this reallocation represents a one-time augmentation to the program or an expected long-term, sustainable reallocation of funds.

4) Increased Rebates and Discounts:

Please describe any challenges with the generation or collection of rebates and discounts. Include how your ADAP has modified its processes or the monitoring of those processes to ensure that you purchase drugs at the best possible cost and/or that rebates and/or program income are fully collected and applied back to the RWHAP Part B program, with priority given to ADAP.

- *ORGANIZATIONAL INFORMATION -- Corresponds to Section V's Review Criteria 4 (Resources/Capabilities) and 5 (Support Requested)*

A. ADAP Oversight/Administration

Provide a brief narrative that describes the organizational structure and resources

that contribute to the administration of the ADAP in maintaining compliance with legislative requirements and program expectations, including those of ADAP ERF funding. Include an organizational chart for the ADAP as **Attachment 5**.

If you use ADAP ERF funds to support ADAP personnel, please include position descriptions (as **Attachment 2**) and biographical sketches (as **Attachment 3**) for these staff.

If you will not use ADAP ERF funds for staffing costs, please indicate that here for ORC review purposes. In this case, do not include position descriptions or biographic sketches, but rather upload a document that indicates “Not Applicable” as **Attachment 2** and **Attachment 3**.

B. Compliance with Reporting Requirements

Describe how you will be able to meet reporting requirements by tracking and reporting ADAP ERF specific expenditures and client utilization.

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	(1) Need
Methodology	(2) Response
Work Plan	(2) Response and (3) Impact
Resolution of Challenges	(2) Response
Organizational Information	(4) Resources/Capabilities & (5) Support Requested
Budget and Budget Narrative (below)	(5) 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 selects the application for funding, you will have a well-organized plan and by 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 B ADAP ERF program requires the following:

Please complete Sections A, B, E, and F of the SF-424A Budget Information—Non-Construction programs form included with the application kit, and then provide a line item budget using Section B Object Class Categories of the SF-424A. In Section B, budget categories are limited to two columns. The required columns are:

- 1) **Medications/Insurance:** The first column should include all FY 2018 ADAP ERF grant funds allocated to prevent, reduce, and/or eliminate your waiting list through the purchase of medication and/or health insurance assistance. It may NOT include any funds for planning and evaluation or clinical quality management as defined by the RWHAP Part B program. These funds may not be used to supplant funds budgeted for any other federal grant or state program.
- 2) **Other Cost-Containment:** The second column should include all funds allocated to grant activities to address any other “cost-cutting” and/or “cost-saving” measures to be charged to the FY 2018 ADAP ERF award. It may NOT include any funds for planning and evaluation or clinical quality management as defined by the RWHAP Part B program. These funds may not be used to supplant funds budgeted for any other federal grant or state program.

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.” 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](#).

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: Work Plan (Required)

Attach the work plan for the project that includes all information detailed in Section IV. ii. Project Narrative.

Attachment 2: Staffing Plan and Job Descriptions for Key Personnel (see Section 4.1. of HRSA’s [SF-424 Application Guide](#)) (Required, either Staffing Plan and Job Descriptions for Key Personnel or ‘Not Applicable’ document)

If you are using ADAP ERF funds to support ADAP personnel, please include position descriptions here for these staff. Keep each job description to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff. Also, please include a description of your organization's time keeping process to ensure that you will comply with the federal standards related to documenting personnel costs.

If the ADAP will not be utilizing ADAP ERF for staffing costs, attach a document that indicates "Not Applicable".

Attachment 3: Biographical Sketches of Key Personnel (Required—either Biographical Sketches or 'Not Applicable' document)

If you are using ADAP ERF funds to support ADAP personnel, include biographical sketches for persons occupying the positions described in Attachment 2, not to exceed two pages in length. In the event that a biographical sketch is included for an identified individual who is not yet hired, please include a letter of commitment from that person with the biographical sketch.

If the ADAP will not be utilizing ADAP ERF funds for staffing costs, attach a document that indicates "Not Applicable".

Attachment 4: Agreement and Compliance Assurances (Required)

Please complete and include Appendix B, Agreements and Compliance Assurances.

Attachment 5: ADAP Organizational Chart (Required)

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

Attachments 6 – 15: Other Relevant Documents (Not Required)

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

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 *November 13, 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 ADAP ERF is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100.

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 of up to one (1) year, at no more than \$11,000,000 (inclusive of direct **and** indirect costs).

In addition to the funding restrictions included in section 4.1 iv of the [SF-424 Application Guide](#), you may not use funds under this notice for the following purposes:

- 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).
- Planning and evaluation activities as defined by RWHAP Part B.

- Cash payment to intended recipients of RWHAP services.
- Clinical quality management.
- International travel.
- Construction (minor alterations and renovations to an existing facility to make it more suitable for the purposes of the award program are allowable with prior HRSA approval).
- HIV test kits.
- [Syringe Services Programs](#) (SSPs). Some aspects of SSPs are allowable with HRSA's prior approval and in compliance with HHS and HRSA policy.
- Development of materials designed to directly promote or encourage intravenous drug use or sexual activity, whether homosexual or heterosexual.
- Pre Exposure Prophylaxis (PrEP) medications and related medical services or Post-Exposure Prophylaxis (PEP), as the person using PrEP or PEP is not HIV infected and therefore not eligible for RWHAP funded medication.

You may not use these funds to supplant funds for any other federal grant or state funds. This emergency relief funding is intended to supplement, not supplant, state/territory funding for ADAP activities during the project period.

For further information regarding allowable and non-allowable costs, please refer to <https://hab.hrsa.gov/program-grants-management/policy-notice-and-program-letters> and at [45 CFR 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 awarded funds is considered additive and must be used for otherwise allowable costs to further the objectives of the RWHAP Part B ADAP ERF program. You may only use program income generated by the RWHAP ADAP ERF for the provision of medications and/or cost containment strategies that prevent, reduce, or eliminate an ADAP waiting list in your state/territory. Post-award requirements for program income can be found 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 HRSA will judge your application. 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 objective review process considers the entire proposal.

Review criteria are used to review and rank applications. The RWHAP Part B ADAP ERF has five (5) review criteria:

Criterion 1: NEED (25 points) – Corresponds to Section IV’s Introduction and Needs Assessment

The extent to which the application demonstrates the problem and associated contributing factors to the problem as well as the feasibility and applicability of the steps to be taken to prevent, reduce, or eliminate a waiting list, including through reversing cost-cutting measures and/or enhancing cost-saving measures.

Introduction (5 points)

The extent to which the description of how the state/territory will utilize RWHAP ADAP ERF funds in support of preventing, reducing, or eliminating a waiting list during the project period is feasible in addressing the problem.

State/Territory’s HIV Epidemiological Data and ADAP Profile (10 points)

The strength, completeness, and clarity of the information in the State/Territory ADAP Profile for Fiscal Years 2016 and 2017 that demonstrates the need for additional resources/ funds.

Factors Affecting the State ADAP Capacity to Meet Need (10 points)

The strength and clarity of the demonstrated need for additional resources to prevent, reduce, or eliminate a waiting list and clarity as to why the ADAP is unable to meet the need with existing resources; and the strength of the data provided to support the narrative description.

Criterion 2: RESPONSE (40 points) – Corresponds to Section IV’s Methodology, Work Plan, and Resolution of Challenges

The extent to which the proposed project responds to the “Purpose” of the ADAP ERF program included in Section 1 of the NOFO and the extent to which the activities described in the application (including Attachment 1) are capable of addressing the problem and attaining the project objectives of avoiding, reducing, or eliminating a waiting list through cost-cutting and/or cost-saving measures.

ADAP Average Annual Client Costs and Forecasting (10 points)

The strength, completeness, and clarity of the following:

- A step-by-step methodology for calculating average cost per client for medication assistance and/or health insurance assistance (depending on the type of assistance requested);
- Accurate calculations of annual client costs; and
 - **Note:** *If the calculations are incorrect, the ORC will identify the error along with its impact on the applicant's average client cost calculations and budget request.*
- Information provided in the Forecasting section on the impact of the requested funding on preventing, reducing, or eliminating a waiting list.

Work Plan and Work Plan Narrative (15 points)

The strength and feasibility of the following:

- The proposed services, cost-containment measure/initiative, and projected expenditures detailed in the work plan to address the problem and align with the project objectives of preventing, reducing, or eliminating a waiting list.
- Evidence that funds allocated for each service/activity will be spent within the twelve-month project period.
- For applicants with an ADAP waiting list, proposed services/activities to reduce the number of persons on the waiting list.
- For applicants without a waiting list:
 - Proposed services/activities to improve ADAP operations and maximize ADAP resources; and
 - Proposed services/activities to prevent the implementation of a waiting list in FY 2018.

State/Territory Actions to Address ADAP Challenges (15 points)

The strength and clarity of the following:

- The description of the specific challenges facing the ADAP in the following areas:
 - program efficiencies;
 - the ability to enroll clients in other payor sources;
 - ADAP resources;
 - generation or collection of rebates and discounts;
- The cost-cutting or cost-saving strategies taken in response to these challenges and the extent to which they could prevent, reduce, or eliminate an ADAP waiting list in FY 2018.
- The data provided for each area demonstrates how these strategies benefit the ADAP.

Criterion 3: IMPACT (5 points) – Corresponds to Section IV's Work Plan

The strength and feasibility of the following:

- The stated capacity of the state/territory to meet reporting requirements by tracking and reporting ADAP ERF specific expenditures and client utilization; and
- The applicant's description of their ability to sustain the program beyond the FY 2018 ADAP ERF project period.

Criterion 4: RESOURCES/CAPABILITIES (15 points) – Corresponds to Section IV’s Organizational Information and the Staffing Plan and Biographical Sketches, if applicable

The strength and completeness of the description of the applicant's ability to implement the ADAP ERF, as evidenced by:

- The strength of the organizational structure and resources that contribute to the administration of the ADAP to maintain compliance with legislative requirements and program expectations, including those of ADAP ERF funding.
- The clarity of the organizational chart for the ADAP in Attachment 5.
- The strength and appropriateness of the position descriptions (in Attachment 2) and biographical sketches (in Attachment 3) for key ADAP staff to impact the stated problem, if ADAP ERF funds are being used to support staffing.

Criterion 5: SUPPORT REQUESTED (15 points) – Corresponds to Section IV’s Organizational Information and Budget and Budget Narrative

The strength and completeness of the description of the applicant's ability to implement the ADAP ERF, as evidenced by:

- The reasonableness of the proposed budget for the project period (1 year) in relation to the objectives and the anticipated results.
- The ability to allocate the costs outlined in the budget and budget narrative sections to the scope of work.
- If applicable, the accuracy with which the applicant based its budget request on the average cost per client calculated, and/or the accuracy with which the applicant based its budget request on the number of individuals on the ADAP waiting list.

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.

Please see Section 5.3 of HRSA’s [SF-424 Application Guide](#) for more details.

This program provides a funding preference for some applicants. HRSA will place applicants receiving the preference in a more competitive position among applications that can be funded. Applications that do not receive a funding preference will receive full and equitable consideration during the review process. HRSA staff will determine the funding factor. HRSA will grant a funding preference to any qualified applicant that demonstrates that they meet the criteria for the preference(s):

Qualification: Existing Waiting List

An applicant that demonstrates within the application that they have a current ADAP waiting list will receive a funding preference.

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 \(FAPIIS\)](#). 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 [FAPIIS](#) 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 FAPIIS 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 April 1, 2018.

VI. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award prior to the start date of April 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

Award recipients must comply with Section 6 of HRSA's [SF-424 Application Guide](#) and the following reporting and review activities:

- 1) **Progress Report(s)**. The recipient must submit a progress report to HRSA on a semi-annual basis. HRSA will provide further information in the notice of award.
- 2) **Other required reports and/or products**.
 - **ADAP Data Report (ADR)**. Acceptance of this award indicates that you will comply with data requirements of the ADR and will mandate compliance by each of your contractors and subcontractors. The ADR captures information necessary to demonstrate program performance and accountability. Please refer to the ADR webpage at <https://hab.hrsa.gov/program-grants-management/ryan-white-hiv-aids-program-adap-data-report-adr> for additional information. HRSA will provide further information in the notice of award.
 - **Program Terms Report**. You must submit a Program Terms Report through the HRSA Electronic Handbook (EHB) using the format provided in that system. HRSA will provide further information in the notice of award.

VII. Agency Contacts

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

Nancy Gaines
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD 20857
Telephone: (301) 443-5382
Email: NGaines@hrsa.gov

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

Michael Goldrosen
Director, Division of State HIV/AIDS Programs
HIV/AIDS Bureau
Health Resources and Services Administration
5600 Fishers Lane, Room 09W52
Rockville, MD 20857
Telephone: (301) 945-9779

Fax: (301) 443-8143
Email: MGoldrosen@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

HAB has scheduled the following technical assistance webinar:

Day and Date: Wednesday, September 27, 2017
Time: 3 p.m. – 4 p.m. ET
Call-In Number: 1-800-988-9433
Participant Code: 9612948
Weblink: https://hrsa.connectsolutions.com/ta_x09_nof/

HAB will record the TA webinar and make it available on the [TARGET Center](#) website.

HIV PERFORMANCE MEASURES

HRSA has developed HIV Performance Measures for Adults and Adolescents and a companion guide to assist recipients in the use and implementation of the core clinical performance measures. Information on Performance Measures may be found at <https://hab.hrsa.gov/clinical-quality-management/performance-measure-portfolio>.

NATIONAL MONITORING STANDARDS

As a Condition of Award, recipients are required to utilize the National Monitoring Standards at both the recipient and contractor levels. To help you meet this requirement, HRSA has developed guidelines outlining the responsibilities of HRSA,

you, and provider staff. The National Monitoring Standards can be found at:
<https://hab.hrsa.gov/program-grants-management/ryan-white-hiv-aids-program-recipient-resources>.

IX. Tips for Writing a Strong Application

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

Appendix A: Model for Calculating Average Client Costs

Average Client Cost Calculations

You must provide a calculation of your projected average cost per client for medication assistance and/or health insurance assistance for the FY 2018 ADAP ERF project period (April 1, 2018 - March 31, 2019). **Important Note:** You do not need to provide an average cost per client for a type of assistance for which you are not requesting funding. You must determine the average cost per client through your own calculations, or through the cost calculation template in this Appendix. You must use the average cost per client calculated in developing the proposed budget for the use of the ADAP ERF funds and/or to project the impact of proposed cost-containment measures.

States/territories must provide the step-by-step calculations and clearly identify all data elements required to complete the calculations, not just the resulting average client cost.

Due to the timing of this NOFO, the calculations in this model are based on client utilization and ADAP cost data for the January 1, 2017 to June 30, 2017 period. The calculations should incorporate all clients who received at least one medication through ADAP during the January 1, 2017 to June 30, 2017 period, including clients who were enrolled in ADAP temporarily or part of the year (e.g., because they experienced changes in their insurance coverage, moved out of state, or died).

I. Average Cost per Client to Provide Medications

Step 1: Baseline Average Annual Client Medication Cost:

Determine the total amount spent to purchase prescription medications (not health insurance) in the January 1, 2017 to June 30, 2017 period. Divide this amount by the total number of ADAP clients who received at least one (1) prescription medication in the same period. Multiply that amount by two (2) to determine the ADAP's baseline average annual medication cost per client.

Step 2: Average Annual Client Rebate Reduction:

Determine the total amount of rebate income received by the state/territory.

- If you operate a 340B Rebate State ADAP, this includes all 340B rebates and other negotiated rebates (e.g., ADAP Crisis Task Force rebates) you received in the January 1, 2017 to June 30, 2017 period.
- If you operate a 340B State Direct Purchase ADAP, this includes all negotiated rebates (e.g., ADAP Crisis Task Force rebates) you received in the January 1, 2017 to June 30, 2017 period.

Divide the total amount of rebate income by the total number of ADAP clients that received at least one prescription medication in the January 1, 2017 to June 30, 2017 period. Multiply that amount by two to determine the average rebate reduction per client.

Note: The insurance section below addresses the impact of rebates for insurance deductibles and co-payments.

Step 3: Adjusted Average Client Medication Cost:

Subtract the Average Annual Client Rebate Reduction amount determined in Step 2 from the Baseline Average Annual Client Medication Cost determined in Step 1.

Step 4: Average Annual Client Dispensing Fee:

Determine the total number of prescriptions filled in the January 1, 2017 to June 30, 2017 period. Multiply that number by the dispensing fee for a single pharmacy prescription in the January 1, 2017 to June 30, 2017 period. Divide the resulting product by the total number of ADAP clients that received at least one prescription in the same period. Multiply that amount by two for the average annual dispensing fee cost per client.

Step 5: Average Annual Medication Cost per Client:

Add the Average Annual Client Dispensing Fee cost determined in Step 4 to the Adjusted Average Annual Medication Cost calculated in Step 3. The sum of these two amounts will be your State's Average Annual Medication Cost per Client.

Example:

Step 1	In the January 1, 2017 to June 30, 2017 period, the ADAP spent a total of \$7,410,000 for prescription drugs; a total of 1,000 clients received at least one prescription medication.	$\$7,410,000/1,000 =$ \$7,410 $\$7,410 \times 2 =$ \$14,820	Baseline Average Six Month Client Medication Cost Baseline Average Annual Client Medication Cost
Step 2	In that same period, the ADAP received \$555,000 in total 340B rebates and \$100,000 in negotiated rebates.	$\$555,000 + \$100,000 =$ $\$655,000$ $\$655,000/1,000 \text{ clients} =$ \$655 $\$655 \times 2 =$ \$1,310	Total Rebates Received by the ADAP Average Six Month Client Rebate Reduction Average Annual Client Rebate Reduction
Step 3	Adjusted Average Annual Cost per Client: Baseline Average Annual Client Medication cost minus Average Annual Client Rebate Reduction	$\$14,820 - \$1,310 =$ \$13,510	
Step 4	The ADAP filled 10,000 prescriptions in the January 1, 2017 to June 30, 2017 period of CY 2017 and the dispensing fee per prescription was \$10; 1,000 ADAP clients received at least 1 ADAP prescription.	$\$10 \times 10,000 =$ \$100,000 $\$100,000/1,000 \text{ clients} =$ \$100 $\$100 \times 2 =$ \$200	Total Dispensing Fee Expenditures Average Six Month Client Dispensing Fee Average Annual Client Dispensing Fee

Step 5	Add amount calculated in Step 3 to amount calculated in Step 4.	\$13,510 + \$200 = \$13,710	Average Annual Medication Cost per Client
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Note: For States/Territories with Hybrid/Dual ADAPs:

Step 1: Determine the number and percentage of clients who received medications through the 340B Rebate model and the number and percentage who received medications through the 340B Direct Purchase model.

Step 2: For each cohort of clients, determine the total amount spent to provide medications for that cohort.

Step 3: Determine the average client costs for the rebate cohort, follow the instructions above in Steps 2 through 5. For the direct purchase cohort, follow the instructions above in Steps 2 through 5.

II. Average Cost per Client to Provide Insurance Assistance

All ADAPs providing access to prescription medications through insurance assistance must provide step-by-step calculations of average costs per client, making sure all required data elements for each calculation are clearly identified.

Step 1: Total Insurance Expenditures:

Add the total amount spent on insurance premiums, deductibles, co-payments/co-insurance in the January 1, 2017 to June 30, 2017 period. This includes amounts spent for ADAP eligible clients who are also eligible for Medicare Part D, including payments for Part D premiums, deductibles, co-payments, and True out of Pocket (TrOOP).

Step 2: Rebate Reduction:

Determine the total amount of manufacturer’s rebates received in the January 1, 2017 to June 30, 2017 period on insurance deductibles, co-payments/co-insurance, and Medicare Part D TrOOP expenditures.

Step 3: Adjusted Six Month Total Insurance Cost:

Subtract the total amount of manufacturers’ rebates received from the Total Insurance Expenditures calculated in Step 1. This is your Adjusted Six Month Total Insurance Cost.

Step 4: Average Annual Cost per Client for Health Insurance Assistance (including COBRA, High Risk Health Insurance Pools, private insurance, State-sponsored insurance, and Medicare Part D):

Divide results from Step 3 by the total number of clients on whose behalf the ADAP paid at least one premium, co-payment/co-insurance, deductible, or TrOOP payment in the January 1, 2017 to June 30, 2017 period. Multiply by two for average annual cost per client for insurance assistance.

Example:

<p>The ADAP spent \$1,500,000 in the January 1, 2017 to June 30, 2017 period to pay for insurance premiums plus \$300,000 on co-payments/co-insurance, deductibles, and TrOOP, providing assistance to 300 ADAP eligible clients.</p>			
Step 1	Add insurance premiums expenditures to expenditures for co-payments/co-insurance, deductibles, and TrOOP.	$\$1,500,000 + \$300,000 =$ \$1,800,000	Total Six Month Insurance Expenditures
Step 2	Determine the total amount of rebates received by adding the manufacturers rebates received from January 1, 2017 to June 30, 2017 on insurance co-payments/co-insurance/deductibles.	\$50,000	Total Six Month Rebates Received
Step 3	Total Six Month Insurance Expenditures minus Total Six Month Rebates Received	$\$1,800,000 - \$50,000 =$ \$1,750,000	Adjusted Total Insurance Cost
Step 4	Divide Adjusted Total Insurance Cost by total clients served. Multiply the Average Six Month Cost per Client by two to calculate the Average Annual Cost per Client.	$\$1,750,000/300 =$ \$5,833 $\$5,833 \times 2 =$ \$11,666	Average Six Month Cost per Client for Insurance Assistance Average Annual Cost Per Client for Insurance Assistance

Appendix B: Agreements and Compliance Assurances

FY 2018 Ryan White HIV/AIDS Program ADAP Emergency Relief Funds Awards Agreements and Compliance Assurances

I, the Governor of the State or Territory or her/his official designee for the Ryan White HIV/AIDS Part B Program Grant, _____, pursuant to Title XXVI of the Public Health Service Act as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009, hereby certify that:

- A. Pursuant to Sections 2616 and 311 of the PHS Act, these funds will be used specifically for the provision of medications and/or cost containment strategies that prevent, reduce, or eliminate an ADAP waiting list in the State.
- B. These funds and services will be allocated and administered in accordance with the *FY 2018 Part B Ryan White HIV/AIDS Program Agreements and Compliance Assurances* submitted to the Health Resources and Services Administration.

SIGNED: _____ **Title:** _____
Governor or Official Designee

Date: _____