

To: The University of Washington

From: U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB)

Subject: Letter of instruction to apply for a single source cooperative agreement award, *Enhancement and Update of the National HIV Curriculum e-Learning Platform: (HRSA-18-110)*, in response to the need to remain current with the electronic technology and treatment guidelines, protocols, and practices for the care and treatment of People Living with HIV/AIDS (PLWH)

## **I. Program Description -- Background and Purpose**

This letter requests your application for the *Enhancement and Update of the National HIV Curriculum e-Learning Platform* project. The goal of this project is to update and enhance the National HIV Curriculum (NHC), to reflect the latest science, treatment protocols, practices and federal guidelines for educating health professionals on the optimal care and treatment of PLWH. This program will strengthen and inform NHC curriculum design methods that may contribute to its integration into health professional education programs. The University of Washington (UW) will propose a plan to identify and implement recommended updates and enhancements to the NHC. Proposed updates to the NHC will include review of feedback from multiple entities using the NHC, including real-time recipient experiences from award recipients under HRSA-18-045, *Integrating the National HIV Curriculum e-Learning Platform into Health Care Provider Professional Education*. The *Integrating the National HIV Curriculum e-Learning Platform into Health Care Provider Professional Education* project seeks to incorporate the NHC into the education and training curricula of multiple institutions that prepare health professionals and includes activities to help train and orient health professional faculty on how to integrate the NHC into their curricula.

## **II. Federal Award Information -- Summary of Funding**

This program is authorized under Section 2692(a) of the Public Health Service (PHS) Act (42 U.S.C. 300ff-111(a)) and section 2693 of the PHS Act, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87). This program expects to provide funding during federal fiscal years (FFY) 2018 - 2022. 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 FY 2018 President's Budget does not request funding for this program. The four-year project period is from September 1, 2018, through August 31, 2022, with expected funding of \$300,000 per year. Funding beyond the first year is dependent on the availability of appropriated funds, the University of Washington's satisfactory performance and a decision that continued funding is in the best interest of the Federal government. This single source award does not require cost sharing/matching.

### **III. Cooperative agreement roles and responsibilities for HRSA and The University of Washington**

Funding will be provided in the form of a cooperative agreement. A cooperative agreement is a financial assistance mechanism where substantial involvement is anticipated between HRSA and the recipient during performance of the contemplated project. HRSA reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work created under this cooperative agreement for federal purposes, and to authorize others to do so. 45 CFR 75.322(b).”

For this cooperative agreement, **HRSA Program Involvement will include:**

- Providing the services of experienced HRSA HAB personnel to work in partnership on the planning, development, management, and technical performance of all phases of the project;
- Coordinating communication with other funded capacity building entities, as appropriate;
- Ongoing review of documents, activities and presentations, for accomplishing the goals of the cooperative agreement;
- Participating in conference calls, meetings, and any site visits to be conducted during the period of the cooperative agreement;
- Providing information resources and facilitate partnerships with other RWHAP recipients and stakeholders, as necessary;

**In collaboration with HRSA, The University of Washington’s responsibilities will include:**

- Tracking and collecting data, including user feedback, on usage of the National HIV Curriculum (NHC) in the U.S.
- Collecting NHC user data (e.g., type of health professional, student, etc.)
- Enhancing the NHC and its e-Learning platform based on new and existing HIV treatment guidelines, utilization data, and learning technology advances
- Promoting widespread use of the NHC in multidisciplinary settings
- Selecting and regularly convening a standing advisory network of multidisciplinary HIV treatment, instructional technology, and e-Learning platform experts who will continually assess the NHC and advise on new HIV science, treatment guidelines, protocols, practices, and learning technologies that will inform NHC updates and enhancements;
- Periodically reviewing and updating the NHC clinical content, e-Learning platform, as well as training methodologies, as necessary and feasible, in order to improve the product;

- Establishing and maintaining regular communication and routine collaboration with recipients of HRSA-18-045 *Integrating the National HIV Curriculum e-Learning Platform into Health Care Provider Professional Education* to:
  - gather real-time data that will inform enhancements to the design of the NHC in order to facilitate integration into health professional education programs;
  - exchange and elucidate aspects of the NHC as needed, in order to increase and improve uptake of the NHC into health professional curricula;
  - contribute to recommendations for widespread dissemination of effective practices for NHC curriculum integration that would support independent and voluntary integration.

#### **IV. Application and Submission Information**

HRSA *requires* the University of Washington to apply electronically through Grants.gov. Please download the SF-424 application package associated with HRSA-18-110 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. You are no longer able to use PDF Application Packages.

The University of Washington 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 these requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the agency under 2 CFR § 25.110(d)).

The application package consists of the following:

##### ***Project Abstract***

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

Please place the following at the top of the abstract:

- Project Title
- Organization Name
- Address
- Project Director Name

- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

You must limit the abstract to one, single-spaced page.

***Program Narrative (3 – 5 pages)***

- 1) Please briefly describe your history in training and educating health professionals on HIV care and treatment.
- 2) Please briefly describe your work on developing and enhancing HIV training curricula.
- 3) Please describe your experience and ability to coordinate with other HRSA-funded entities to coordinate work that meets program goals.
- 4) Describe your ability to utilize your current program infrastructure to rapidly ramp up and implement this project.
- 5) Please provide a plan for how you propose to execute the work to accomplish the goals of this project. Include interim objectives and timelines.

***Instructions for Completing the SF-424***

***Application Face Page***

Complete Application Form SF-424 provided with the application package. Prepare according to instructions provided in the form itself.

Important note for applicant using SF-424:

- Enter the name of the **Project Director** in 8. f. “Name and contact information of person to be contacted on matters involving this application.” If, for any reason, the PD will be out of the office, please ensure the email Out of Office Assistant is set so HRSA will be aware if any issues arise with the application and a timely response is required.
- Enter the amount requested during the first budget period in item 18 a.

The CFDA Number (93.145) is prepopulated in box 11 of the form.

This program is not subject to E.O. 12372, “Intergovernmental Review of Federal Programs.”

***SF-424A Budget***

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

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 2019, as required by law.

See section 2 of HRSA’s [SF-424 Application Guide](#) for applicable National Policy and administrative requirements.

### ***Budget Narrative***

Provide a brief budget narrative that explains the amounts requested for each line of the budget in Section B. 6. Object Class Categories of the SF-424A Budget. The budget narrative should describe how each item will support the achievement of the proposed project. Be very careful about showing how each item in the “other” category is justified. For subsequent budget years, the narrative should highlight the changes from year one or clearly indicate that there are no substantive budget changes during the project period. Do NOT use the budget narrative to expand the project narrative.

### ***Assurances***

Complete Application Form SF-424B Assurances – Non-Construction Programs. See section IV. vii. of the [SF-424 Application Guide](#).

### ***Certifications***

Complete the required Certification Regarding Lobbying Form and, if applicable, the Disclosure of Lobbying Activities Form provided with the application package. See section IV. viii. of the [SF-424 Application Guide](#).

## **V. Submission Deadline**

The due date for the application is May 24, 2018 at 11:59 P.M. Eastern Time.

## **VI. Application Review Process**

HRSA will review the application and will make a final award decision based on the following information:

- The feasibility and impact of the proposed plan in addressing the project goals
- The feasibility and appropriateness of the budget provided to support the plan

## **VII. Award Notices**

The Notice of Award will be sent prior to the start date of September 1, 2018. See Section 5.4 of HRSA’s [SF-424 Application Guide](#) for additional information.

## VIII. Reporting Requirements

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

- 1) **Annual Progress Report:** The recipient must submit a progress report to HRSA that covers activities for each budget year. Submission and HRSA approval of awardee Progress Report(s) triggers the budget period renewal and release of subsequent year funds. This report has two parts. The first part demonstrates awardee progress on program-specific goals. The second part collects core performance measurement data including performance measurement data to measure the progress and impact of the project. HRSA will provide further information in the Notice of Award.
- 2) **Integrity and Performance Reporting.** The Notice of Award will contain a provision for integrity and performance reporting in FAPIIS, as required in 45 CFR 75 Appendix XII.

## IX. Agency Contacts

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

Ardena Githara  
Grants Management Specialist  
Division of Grants Management Operations, HIV/AIDS and Rural Health Branch  
E-mail: [agithara@hrsa.gov](mailto:agithara@hrsa.gov)  
Telephone: (301)443-4903  
Fax: (301) 443-6343

You may request technical assistance regarding this RFI by contacting:

Sherrilyn Crooks, PA-C  
Chief, HIV Education Branch  
Office of HIV/AIDS Training and Capacity Development  
E-mail: [scrooks@hrsa.gov](mailto:scrooks@hrsa.gov)  
Telephone: (301) 443-7662  
Fax: (301) 443-2697

For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, seven days a week, excluding federal holidays at:

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