

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



Health Resources & Services Administration

HIV/AIDS Bureau
Division of Community HIV/AIDS Programs

***Ryan White HIV/AIDS Program Part D -- Women, Infants, Children, and Youth
(WICY) Grants Supplemental Funding***

Funding Opportunity Number: HRSA-19-026
Funding Opportunity Type(s): Competing Supplement
Catalog of Federal Domestic Assistance (CFDA) Number: 93.153

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2019

Application Due Date: January 29, 2019

*Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!
HRSA will not approve deadline extensions for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to 1 month to complete.*

Issuance Date: October 15, 2018

Monique G. Hitch, MSHA
Chief, Central Branch
Telephone: (301) 443-3944
Fax: (301) 443-1839
Email: MHitch@hrsa.gov

Authority: Section 2671 of title XXVI of the Public Health Service Act (PHS), (42 USC § 300ff-71), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87) and Section 2693 of the PHS Act, (42 U.S.C. § 300ff-121)

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB), Division of Community HIV/AIDS Programs is accepting applications for fiscal year (FY) 2019 Ryan White HIV/AIDS Program (RWHAP) Part D Women, Infants, Children, and Youth (WICY) Grants Supplemental Funding. The purpose of this supplemental funding is to strengthen organizational capacity to respond to the changing health care landscape and increase access to high quality family-centered HIV primary health care services for low income, uninsured, and underserved WICY living with HIV.

Funding Opportunity Title:	Ryan White HIV/AIDS Program Part D Women, Infants, Children, and Youth (WICY) Grants Supplemental Funding
Funding Opportunity Number:	HRSA-19-026
Due Date for Applications:	January 29, 2019
Anticipated Total Annual Available FY 2019 Funding:	\$3,000,000
Estimated Number and Type of Award(s):	Between 20-35 grant(s)
Estimated Award Amount:	Up to \$150,000 per year
Cost Sharing/Match Required:	No
Period of Performance:	August 1, 2019 through July 31, 2020 (1 year)
Eligible Applicants:	This funding opportunity is limited to currently funded RWHAP Part D WICY recipients. See Section III-1 of this notice of funding opportunity (NOFO) 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 instructed in this NOFO to do otherwise.

Technical Assistance

HRSA has scheduled the following technical assistance:

Day and Date: Thursday, November 15, 2018

Time: 2 - 4 p.m. ET

Call-In Number: 1-877-913-1008

Participant Code: 591991

Weblink: https://hrsa.connectsolutions.com/partd_nofu_hrsa-19-026-ta-call/

The webinar will be recorded and should be available for viewing by November 23, 2018 at <https://careacttarget.org/library/hrsa-hab-notice-funding-opportunity-nofo-announcements>.

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I. Program Funding Opportunity Description

1. Purpose

This notice announces the opportunity to apply for funding under the Ryan White HIV/AIDS Program (RWHAP) Part D Women, Infants, Children, and Youth (Part D WICY or RWHAP Part D) Grants Supplemental Funding for fiscal year (FY) 2019. The purpose of this supplemental funding is to strengthen organizational capacity to respond to the changing health care landscape and increase access to high quality family-centered HIV primary health care services for low income, uninsured, and underserved WICY living with HIV.

Funding under this program is intended to support one, short-term activity that can be completed by the end of the one-year funding opportunity period of performance. Applicants who were awarded supplemental funding for an HIV Care Innovation activity in FY 2018 through either the RWHAP Part D Supplemental (HRSA-18-044) or Part C Capacity Development (HRSA-18-051) may propose an expansion of these activities; however, HRSA will not fund the same activity in FY 2019 as HRSA funded in FY 2018 through [HRSA-18-044](#) or [HRSA-18-051](#). If the proposed project is an expansion of a previously funded activity, you will be required to provide a clear rationale for how the proposed activity builds upon and furthers the objectives of the previously funded HIV Care Innovation activity.

HIV Care Innovation

HIV Care Innovation activities support progress along the HIV care continuum to improve the health and life span of people living with HIV (PLWH) and prevent new infections. There are five (5) activities from which to choose.

- Patient-Based Treatment Adherence
- Motivational Interviewing
- Transitioning Youth into Adult HIV Care
- Intimate Partner Violence Screening & Counseling
- Youth Stable Housing Collaboration

Collectively, activities will allow Part D programs to better align with priority areas for the Department of Health and Human Services (HHS) and the Health Resources and Services Administration (HRSA), including investing in addressing the opioid crisis, mental health, and promoting collaboration. The selected activity should target populations that are disproportionately affected by the HIV epidemic and have poor health outcomes. Furthermore, you must demonstrate that the proposed activity will strengthen organizational capacity to respond to the changing health care landscape and increase access to high quality HIV primary health care services for low income, uninsured, and underserved PLWH.

2. Background

This program is authorized by Section 2671 of title XXVI of the Public Health Service Act (42 USC § 300ff-71), as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87) and Section 2693 of the PHS Act, (42 U.S.C. § 300ff-121). For more information about RWHAP, please visit the HRSA website: <https://hab.hrsa.gov/>.

The RWHAP Part D program was established as a mechanism to provide care, support, and access to research opportunities for low income, uninsured, and underserved WICY living with HIV, including infants exposed to HIV. As advances in the treatment of HIV have been made, most notably, the testing and treatment to prevent mother to child transmission, the needs of women and children living with HIV have evolved. However, HIV infection rates and health disparities remain significant among youth aged 13-24 years.

National HIV/AIDS Strategy: Updated to 2020

The National HIV/AIDS Strategy for the United States: Updated to 2020 (NHAS 2020) is a five-year plan that details principles, priorities, and actions to guide the national response to the HIV epidemic. The RWHAP promotes robust advances and innovations in HIV health care using the National HIV/AIDS Strategy to end the epidemic as its framework. Therefore, to the extent possible, activities funded by RWHAP focus on addressing these four goals:

- (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 shared goals, recipients should align their organization's efforts, within the parameters of the RWHAP statute and program guidance, to ensure that PLWH are linked to and retained in care, and have timely access to HIV treatment and the supports needed (e.g., mental health and substance use disorder services) to achieve HIV viral suppression.

HIV Care Continuum

Diagnosing HIV infection, linking PLWH to HIV primary care, and PLWH achieving viral suppression are important public health steps toward ending the HIV epidemic in the U.S. The HIV care continuum has five main "steps" or stages that include: HIV diagnosis, linkage to care, retention in care, antiretroviral use, and viral suppression. The HIV care continuum provides a framework that depicts the series of stages a person with HIV engages in from initial diagnosis through their successful treatment with HIV medication. It shows the proportion of individuals living with HIV or individuals diagnosed with HIV who are engaged at each stage. The HIV care continuum allows recipients and planning groups to measure progress and to direct HIV resources most effectively.

According to recent data from the [2016 Ryan White Services Report \(RSR\)](#), the RWHAP has made tremendous progress toward ending the HIV epidemic in the United

States. From 2010 to 2016, HIV viral suppression among RWHAP patients who have had one or more medical visits during the calendar year and at least one viral load with a result of <200 copies/mL reported, has increased from 69.5 percent to 84.9 percent, and racial/ethnic, age-based, and regional disparities have decreased.¹ These improved outcomes mean more PLWH in the U.S. will live near normal lifespans and have a reduced risk of transmitting HIV to others.² In a September 27, 2017, [Dear Colleague letter](#), the Centers for Disease Control and Prevention (CDC) notes that scientific advances have shown that antiretroviral therapy (ART) preserves the health of PLWH. There is also strong evidence of the prevention effectiveness of ART. When ART results in viral suppression, it prevents sexual HIV transmission. This means that people who take ART daily as prescribed and who achieve and maintain an undetectable viral load have effectively no risk of sexually transmitting the virus to an HIV-negative partner. Such findings underscore the importance of supporting effective interventions for linking PLWH into care, retaining them in care, and helping them adhere to their ART.

RWHAP recipients are encouraged to assess the outcomes of their programs along this continuum of care. Recipients should work with their community and public health partners to improve outcomes across the HIV care continuum. HRSA encourages recipients to use the [performance measures](#) developed for the RWHAP at their local level to assess the efficacy of their programs and to analyze and improve the gaps along the HIV care continuum.

Integrated Data Sharing and Use

HRSA and CDC's Division of HIV/AIDS Prevention support integrated data sharing, analysis, and utilization for the purposes of program planning, needs assessments, unmet need estimates, reporting, quality improvement, the development of your HIV care continuum, and public health action. HRSA strongly encourages RWHAP Part D recipients to:

- Follow the principles and standards in the [Data Security and Confidentiality Guidelines for HIV, Viral Hepatitis, Sexually Transmitted Disease, and Tuberculosis Programs: Standards to Facilitate Sharing and Use of Surveillance Data for Public Health Action](#).
- Establish data sharing agreements between surveillance and HIV programs to ensure clarity about the process and purpose of the data sharing and utilization.

Integrated HIV data sharing, analysis, and utilization approaches by state and territorial health departments can help further progress toward reaching the NHAS 2020 goals and improve outcomes on the HIV care continuum.

To fully benefit from integrated data sharing, analysis, and utilization, HRSA strongly encourages complete CD4/viral load (VL) reporting to the state and territorial health

¹ Health Resources and Services Administration. Ryan White HIV/AIDS Program Annual Client-Level Data Report 2016. <http://hab.hrsa.gov/data/data-reports>. Published December 2017. Accessed December 1, 2017.

² National Institute of Allergy and Infectious Disease (NIAID). Preventing Sexual Transmission of HIV with Anti-HIV Drugs. In: ClinicalTrials.gov [Internet]. Bethesda (MD): National Library of Medicine (US). 2000- [cited 2016 Mar 29]. Available from: <https://clinicaltrials.gov/> NLM Identifier: NCT00074581.

departments' HIV surveillance systems. CD4 and VL data can be used to identify cases, stage HIV disease at diagnosis, and monitor disease progression. These data can also be used to evaluate HIV testing and prevention efforts, determine entry into and retention in care, measure viral suppression, and assess unmet health care needs. Analyses at the national level to monitor progress against HIV can only occur if all HIV related CD4 and VL test results are reported by all jurisdictions. CDC requires the reporting to the National HIV Surveillance System (NHSS) all HIV-related CD4 results (counts and percentages) and all VL results (undetectable and specific values). Where laws, regulations, or policies are not aligned with these recommendations, states/territories should consider strategies to best implement these recommendations within current parameters or consider steps to resolve conflicts with these recommendations. In addition, NHSS also requires reporting HIV-1 nucleotide sequences from genotypic resistance testing to monitor prevalence of all antiretroviral drug resistance and HIV genetic diversity subtypes and transmission patterns.

Special Projects of National Significance (SPNS) Program

Through its SPNS Program, HRSA's HAB funds demonstration project initiatives focused on the development of effective interventions to respond quickly to the emerging needs of PLWH receiving assistance under the RWHAP. Through these demonstration projects, SPNS evaluates the design, implementation, utilization, cost, and health related outcomes of innovative treatment models, while promoting dissemination, replication and uptake of successful interventions. SPNS findings have demonstrated promising new approaches to linking and retaining into care underserved and marginalized populations living with HIV. All RWHAP recipients are encouraged to review and integrate a variety of SPNS evidence-informed tools within their HIV system of care in accordance with the allowable service categories defined in [PCN 16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds](#) as resources permit. SPNS related tools can be found at the following locations:

- **Integrating HIV Innovative Practices (IHIP)** (<https://careacttarget.org/ihip>)
Resources on the IHIP website include easy-to-use training manuals, curricula, case studies, pocket guides, monographs, and handbooks, as well as informational handouts and infographics about SPNS generally. IHIP also hosts technical assistance (TA) training webinars designed to provide a more interactive experience with experts, and a TA help desk exists for you to submit additional questions and share your own lessons learned.
- **Replication Resources from the SPNS Systems Linkages and Access to Care**
(<https://careacttarget.org/library/replication-resources-spns-systems-linkages-and-access-care>)
There are intervention manuals for patient navigation, care coordination, state bridge counselors, data to care, and other interventions developed for use at the state and regional levels to address specific HIV care continuum outcomes among hard-to-reach populations living with HIV.
- **Dissemination of Evidence Informed Interventions**
(<https://nextlevel.careacttarget.org/>)

The Dissemination of Evidence-Informed Interventions initiative runs from 2015-2020 and disseminates four adapted linkage and retention interventions from prior SPNS and the Secretary's Minority AIDS Initiative Fund (SMAIF) initiatives to improve health outcomes along the HIV care continuum. The end goal of the initiative is to produce four evidence-informed care and treatment interventions (CATIs) that are replicable, cost-effective, capable of producing optimal HIV care continuum outcomes, and easily adaptable to the changing healthcare environment. Manuals are currently available at the link provided and will be updated on an ongoing basis.

Clinical Quality Management

Section 2671(f)(2) of the Public Health Service Act requires RWHAP Part D recipients to establish Clinical Quality Management (CQM) programs to: (1) assess the extent to which HIV health services provided to patients under the grant are consistent with the most recent HHS Guidelines for the treatment of HIV/AIDS and related opportunistic infections, and (2) develop strategies for ensuring that such services are consistent with the HHS guidelines for improvement in the access to and quality of HIV health services. Please see [Policy Clarification Notice 15-02 Clinical Quality Management](#) and related [Frequently Asked Questions for PCN 15-02](#) for information on CQM program requirements.

II. Award Information

1. Type of Application and Award

Type of applications sought: Competing Supplement.

HRSA will provide funding in the form of a grant.

2. Summary of Funding

HRSA expects approximately \$3,000,000 to be available to fund between 20-35 recipients. You may apply for a ceiling amount of up to \$150,000 total cost (includes both direct and indirect, facilities and administrative costs). The period of performance is **August 1, 2019 through July 31, 2020 (1 year)**.

HRSA will only fund one activity per recipient. HRSA will not fund the same activity in FY 2019 that HRSA funded in FY 2018; however, applicants who were awarded supplemental funding for an HIV Care Innovation activity in FY 2018 through either RWHAP Part D Supplemental or Part C Capacity Development funding ([HRSA-18-044](#) or [HRSA-18-051](#)) may propose an expansion of these activities. Applicants must present a clear rationale for how the proposed activity builds upon and furthers the objectives of the previously funded activity.

If you apply for funding under this NOFO and should you also apply and are awarded funding under HRSA-19-031 (RWHAP Part C Capacity Development Program) you must be able to demonstrate the ability to administer multiple federal awards (if successful) and ensure adequate quality controls, staffing, and impartiality when

prioritizing the needs of the programs. HRSA does not allow duplication of funded activities.

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

III. Eligibility Information

1. Eligible Applicants

Eligibility is limited to current RWHAP Part D WICY funded recipients.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

HRSA will consider any application that exceeds the ceiling amount of \$150,000 non-responsive and will not consider it for funding under this notice.

HRSA will consider any application that fails to satisfy the deadline requirements referenced in *Section IV.4* non-responsive and will not consider it for funding under this notice.

If an application fails to address the programmatic goals and requirements outlined in this NOFO, HRSA will not consider it for review or funding under this opportunity.

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. HRSA encourages you to apply through [Grants.gov](#) using the SF-424 workspace application package associated with this NOFO following the directions provided at <http://www.grants.gov/applicants/apply-for-grants.html>.

If you are reading this notice of funding opportunity (NOFO) (also known as “Instructions” on Grants.gov) and reviewing or preparing the workspace application package, you will automatically be notified in the event HRSA changes and/or republishes the NOFO 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 [For Applicants](#) 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 instructed in the NOFO to do otherwise. You must submit the application in the English language and 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 **30 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 workspace application package do not count in the page limit. 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 to be considered 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 7: 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), include the following:

i. Project Abstract

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

In addition to the requirements listed in the SF-424 Application Guide, please indicate the project title as "FY 2019 RWHAP Part D Supplemental Funding" and include the following information:

- Identification of the selected activity.
- A summary of the proposed activity and its intended impact (i.e., how the activity will develop, enhance, or expand access to quality of HIV primary care services for low income, uninsured, and underserved WICY living with HIV).
- The funding amount requested for the one-year period of performance.

You must ensure that the project abstract is single-spaced and limited to one page in length.

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.

A description of the activities that may be selected for this funding is stated below. Please note that applications must include only one (1) of the activities.

- **Patient-Based Treatment Adherence**
Implement an innovative patient-based treatment adherence program supported by policies and procedures to provide long-term adherence support for chronically non-adherent patients, in particular patients with mental health, substance use disorder, and opioid use disorder issues, to address one or more stages of the HIV care continuum. For resources addressing this topic, access the Knowledge Network (<https://knowledge.samhsa.gov/>) located on the Substance Abuse and Mental Health Services Administration (SAMHSA) website.
- **Motivational Interviewing**
This activity will focus on training staff to conduct motivational interviewing for PLWH who are also dealing with mental health, substance use, and opioid use disorder issues. Applicants must train direct care staff on how to assess clients for mental health and substance use disorders, and for treatment readiness. Staff may receive training through the local AIDS Education and Training Centers or other resources. Policies and procedures in the clinical setting must address one or more stages of the HIV care continuum. For resources addressing this topic, access the SAMHSA-HRSA Center for Integrated Health Solutions

<https://www.integration.samhsa.gov/clinical-practice/motivational-interviewing> located on the SAMHSA website.

- **Transitioning Youth into Adult HIV Care**
Implement transition-planning activities that include, but are not limited to, written policies, procedures, and staff training to assist youth in transitioning from pediatric to adult HIV medical care. Transition planning is a RWHAP Part D program requirement; therefore, this activity should focus on innovative approaches that build organizational capacity to effectively implement and manage the transition for the youth population (ages 13-24) and minimize negative impacts. Recommended activities should focus on collaborations with pediatric/adolescent programs, including RWHAP Part C Early Intervention Services recipients, to develop a transition process; capacity building to support the transition into the adult HIV medical care setting; and a mechanism for post transition assessment. Implementation efforts should include measurements for successful transition. The activity must address one or more of the stages of the HIV care continuum.
- **Intimate Partner Violence Screening & Counseling**
Implement intimate partner violence (IPV) screening and counseling in the clinical setting and establish referral networks to community-based social services organizations. The activity must address one or more of the stages of the HIV care continuum. For resources addressing this topic, access the IPV Toolkit (https://www.hrsa.gov/enews/past-issues/2017/october-05/mobilizing-against-domestic-violence.html?utm_campaign=enews09212017&utm_medium=email&utm_source=govdelivery) located on the HRSA Office of Women's Health website.
- **Youth Stable Housing Collaboration (Housing Opportunities for Persons with AIDS (HOPWA), State Based Programs and other Community Partners)**
Individuals living with HIV who lack stable housing are more likely to delay HIV care, have poorer access to regular care, are less likely to receive optimal antiretroviral therapy, and are less likely to adhere to therapy. A disproportionate number of youth experience homelessness each year in the United States. If you select this activity, you must identify staff to coordinate services/referrals, and draft and implement a Youth Stable Housing Care Plan. You must include other partner organizations to help with this collaborative initiative and create a network of housing and HIV service programs that will employ strategies to reach, engage, support, and house homeless youth. For resources addressing this topic, access the Department of Housing and Urban Development (HUD) Exchange website (<https://www.hudexchange.info/programs/hopwa/>) located on the U.S. HUD, Housing Opportunities for Persons With AIDS (HOPWA) website.

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

- **INTRODUCTION** -- *Corresponds to Section V's Review Criteria #1 Need and #2 Response.*
Clearly indicate the activity proposed. Briefly describe the purpose of the

proposed activity. Discuss why your local community and/or organization is in need of supplemental funds and how the proposed activity will develop, enhance, or expand access to quality HIV primary care services for low income, uninsured, and underserved WICY living with HIV. If the proposed activity is an expansion of a previously funded HIV care innovation activity, clearly describe how the proposed activity builds upon and furthers the objectives of the previously funded activity in maximizing impact.

- **NEEDS ASSESSMENT** -- *Corresponds to Section V's Review Criterion #1 Need*
Outline the needs of the community and/or organization relative to the selected activity. Clearly describe and document the target population(s) and their unmet health care needs. More specifically, describe how this targeted population(s) is disproportionately affected by the HIV epidemic and has poor health outcomes. Additionally, describe the service needs based on your evaluation of the gaps in the HIV care continuum for your target population(s) living with HIV your organization serves. Provide data on the five main "steps" or stages of the HIV care continuum for your organization's target population(s) living with HIV using the most recent three calendar years of available data. You must clearly define the numerator and the denominator for each stage. Use the same numerators and denominators as outlined for the [HHS Common HIV Core Indicators](#). Please present the data as a graph and/or table.
- **METHODOLOGY** -- *Corresponds to Section V's Review Criteria #2 Response and #4 Impact*
Provide detailed information regarding the proposed methods that you will use to address the stated needs described in the needs assessment section. In addition, provide information regarding PLWH involvement in the activity, collaboration and coordination efforts, and sustainability plans as follows:
 - **PLWH Involvement:** PLWH who receive services at a RWHAP-funded organization should be actively involved in the development, implementation, and evaluation of program and any related CQM activities. Describe how you will engage PLWH and/or organizations that represent them in the implementation of this activity, including decision-making.
 - **Collaboration and Coordination:** In describing the methods by which you will implement the activity, outline the partners needed for this proposed activity, if applicable. Identify the tasks that each partner proposes to perform and the amount of funding, if any, you expect to allocate to the partner. Include letters of support and/or letters of commitment from each partner and/or collaborating entity as **Attachment 4**.

- **Sustainability:** Describe how you will maintain the efforts set forth in this activity after the period of federal funding ends. For example, describe how you will support the maintenance of systems, continued training of new staff, updates to policies and procedures, etc. In addition, describe how you intend to share or disseminate relevant information and/or products developed through the funded activity with other providers, stakeholders, and persons living with HIV in the community and/or collaborators to this project.
- **WORK PLAN -- Corresponds to Section V's Review Criteria #2 Response and #4 Impact**
 A work plan is a concise, easy-to-read overview of your goals, strategies, objectives, activities, timeline, and staff responsible for implementing the program. You must submit the detailed work plan for the 12-month period of performance of August 1, 2019 – July 31, 2020. Describe the activity's goal, specify the objectives, and identify the key action steps that you will use to achieve the proposed activity. Use a timeline that includes each step of the proposed activity and targeted date for completion and which identifies staff responsible for the steps. As relevant, identify the measures by which you will evaluate success. As appropriate, identify meaningful support and collaboration with key partners in planning, designing and implementing all activities. Please provide the above information in a table format.

Submit the work plan as **Attachment 1**.

- **RESOLUTION OF CHALLENGES -- Corresponds to Section V's Review Criterion #2 Response**
 Discuss any challenges you anticipate encountering in the planning and implementation of the proposed project. Describe the specific activities or strategies you will use to mitigate or resolve anticipated challenges.
- **EVALUATION AND TECHNICAL SUPPORT CAPACITY -- Corresponds to Section V's Review Criteria #3 Evaluative Measures and #5 Resources/ Capabilities**
 Describe the systems and processes you will use to track measures and evaluate progress toward meeting the goals and objectives of the proposed activities. Explain how you will use data to improve service delivery. More specifically, address the following:
 - **Data Collection and Management:** Describe the systems and processes that will support your organization's monitoring of the proposed activity, including performance outcomes. Describe how your organization will collect, manage, and analyze data (e.g., assigned skilled staff, data management software).
 - **Project Evaluation:** Describe the evaluation plan that will monitor ongoing processes and progress toward the goals and objectives of the proposed activity. Describe the plan for the program performance evaluation that will

contribute to continuous quality improvement. Describe how you will share evaluation results internally with program staff and externally with key stakeholders (including PLWH) to improve program implementation and outcomes.

If applicable, provide a brief description of the CQM program, and other resources devoted to CQM.

- **ORGANIZATIONAL INFORMATION -- Corresponds to Section V's Review Criteria #5 Resources/Capabilities**

Describe your organization's capabilities that will contribute to successfully implementing the proposed activity. Describe the organizational skills, capabilities, and resources, including staff who will contribute to your organization's ability to carry out the proposed activity. Highlight key staff with relevant expertise and experience with similar work. This information should align with the staffing plan provided in **Attachment 2** and the biographical sketches of key personnel provided in **Attachment 3**. In addition, describe your experience with fiscal management of grants and contracts. Include information on your organization's experience managing multiple federal grants.

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 and (2) Response
Needs Assessment	(1) Need
Methodology	(2) Response and (4) Impact
Work Plan	(2) Response and (4) Impact
Resolution of Challenges	(2) Response
Evaluation and Technical Support Capacity	(3) Evaluative Measures and (5) Resources/Capabilities
Organizational Information	(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. 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 D program requires the following:

Line item budget: In addition to the SF-424 Application Guide requirements, you must also provide the line item budget and budget narrative according to each object class category (e.g., Personnel, Fringe Benefits, Travel). The budget allocations on the line item budget must relate to the activities proposed in the project narrative, including the work plan. In order to evaluate your adherence to RWHAP Part D legislative budget requirements, submit a program-specific line item budget for the one-year period of performance and highlight in **bold** any administrative costs.

The line item budget requested must not exceed the total funding ceiling amount. In addition, the total amount requested on the SF-424A and the total amount listed on the line item budget must match. Please list personnel separately by position title and the name of the individual for each position title, or note if position is vacant. In addition, designate the full time equivalent (FTE). Upload the line item budget as **Attachment 5**.

NOTE: HRSA recommends that you convert or scan the budgets into PDF format for submission. Do not submit Excel spreadsheets. Submit the program-specific line item budget in table format, listing the object class categories (e.g., Personnel, Fringe Benefits, Travel) in a column down the left hand side.

By law, not more than 10 percent of a RWHAP Part D award (including the RWHAP Part D base award) can be spent on administrative costs. Administrative costs are all indirect costs and those direct costs associated with the administration of the RWHAP Part D grant. Allocate to administrative costs staff activities that are administrative in nature. For further guidance on the treatment of costs under the 10 percent administrative limit, refer to [PCN 15-01 Treatment of Costs under the 10 Percent Administrative Cap for Ryan White HIV/AIDS Programs Parts A, B, C and D](#) and [Frequently Asked Questions for PCN 15-01](#).

Salary Rate Limitation - The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (P.L. 115-245), Division B, § 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." 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 the following FY, as required by law.

Review [PCN 16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds](#) for allowable uses of RWHAP funds.

iv. Budget Narrative

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

In addition to the requirements specified in the [SF-424 Application Guide](#), the RWHAP Part D Supplemental Funding requires a budget narrative that clearly explains the amounts requested for each line in the line item budget.

v. Attachments

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. If you will make subawards or expend funds on contracts, describe how your organization will ensure proper documentation of funds. As stated, please use a table format for the work plan.

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

Keep each job description to one page in length as much as is possible. Key personnel include the program director and other individuals who contribute to the programmatic development or execution of the activity in a substantive and measurable way, whether or not they are funded by the grant. Include the role, responsibilities, and qualifications of proposed project staff and the FTE associated with the position(s). Also, please include a description of your organization's timekeeping process to ensure that you will comply with the federal standards related to documenting personnel costs. It may be helpful to supply this information in a table.

Attachment 3: Biographical Sketches of Key Personnel

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

Attachment 4: Letters of Agreement, Memoranda of Understanding, and/or Description(s) of Proposed/Existing Contracts (project-specific)

Provide any documents that describe working relationships between your organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual or other agreements should clearly describe the roles of the contractors and any deliverable. Make sure any letters of agreement are signed and dated.

Attachment 5: Program-specific Line Item Budget (Required)

Submit as a PDF document a program-specific line item budget for the 1-year period of performance. Reference Section IV.2.iii for details.

Attachment 6: Federally Negotiated Indirect Cost Rate Agreement (If applicable)

Submit a copy of the current agreement. This does not count towards the page limit.

Attachment 7: Other Relevant Documents (If applicable)

Include here any other documents that are relevant to the application. Please note that all optional attachments count toward the 30-page limit.

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://sam.gov/portal/SAM/#1>)
- Grants.gov (<http://www.grants.gov/>)

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

UPDATED [SAM.GOV](#) ALERT: For your SAM.gov registration, you must submit a [notarized letter](#) appointing the authorized Entity Administrator. The review process changed for the Federal Assistance community on June 11, 2018. Read the [updated FAQs](#) to learn more.

[SAM.gov](#) is experiencing high volume and delays. If you have tried to create or update your SAM.gov registration but have not been able to complete the process, you may not be able to apply for a HRSA funding opportunity via Grants.gov in a timely manner prior to the application deadline. If so, please email DGPwaivers@hrsa.gov, per the instructions in Section 3.6 of your HRSA 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 *January 29, 2019 at 11:59 p.m. Eastern Time*. HRSA suggests submitting applications to Grants.gov at least **3 days before the deadline** to allow for any unforeseen circumstances.

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 D Supplemental Funding 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 period of performance of up to one year at no more than \$150,000 (inclusive of direct **and** indirect costs).

The General Provisions in Division B of the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (P.L. 115-245), 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 the following FY as required by law.

You cannot use funds under this notice for the following purposes:

- Charges that are billable to third party payers (e.g., private health insurance, prepaid health plans, Medicaid, Medicare, Department of Housing and Urban

Development funding for housing services, other RWHAP funding including AIDS Drug Assistance Program)

- To directly provide health care services (e.g., HIV care, counseling and testing) that duplicate existing services
- Clinical research
- Nursing home care
- Cash payments to intended recipients of RWHAP services
- Purchase or improvement of land
- Purchase, construction, or major alterations or renovations on any building or other facility (see [45 CFR part 75](#) – subpart A Definitions)
- Pre-Exposure Prophylaxis (PrEP), non-occupational post-exposure prophylaxis (nPEP) medications, or related medical services. As outlined in the [June 22, 2016 RWHAP and PrEP program letter](#), the RWHAP legislation provides grant funds to be used for the care and treatment of PLWH, thus prohibiting the use of RWHAP funds for PrEP medications or related medical services, such as physician visits and laboratory costs. RWHAP Part D funds can be used toward psychosocial support services, a component of family-centered care, which may include counseling and testing and information on PrEP to eligible clients' partners and affected family members, within the context of a comprehensive PrEP program
- Purchase of sterile needles or syringes for the purposes of hypodermic injection of any illegal drug. Some aspects of syringe services programs are allowable with HRSA's prior approval and in compliance with HHS and HRSA policy (see: <https://www.aids.gov/federal-resources/policies/syringe-services-programs/>).
- Development of materials designed to directly promote or encourage intravenous drug use or sexual activity, whether homosexual or heterosexual
- Research
- Foreign travel
- Long-term activities; instead, the activities should be short-term in nature with a targeted completion by the end of the one-year project period

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

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 must be used for approved project-related activities. The program income alternative applied to the award under the program will be the addition/additive alternative. You can find post-award requirements for program income at [45 CFR § 75.307](#) and [PCN 15-03 Clarifications Regarding the RWHAP and Program Income](#) for additional information.

V. Application Review Information

1. Review Criteria

HRSA has 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 your application will be reviewed. HRSA has 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 will be considered during objective review.

Review criteria are used to review and rank applications. The RWHAP Part D has six (6) review criteria:

Criterion 1: NEED (20 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.
- The strength of the applicant’s justification for the need for Part D supplemental funds in the proposed service area and for the WICY population(s) living with HIV based on the identified gap(s) in their HIV care continuum.
- The extent to which the applicant documents how the organization’s targeted population(s) is disproportionately affected by the HIV epidemic and have poor health outcomes.
- The completeness of the baseline data reported for each stage in the organization’s HIV care continuum for the most recent three calendar years of available data with clear numerators and denominators that align with the HHS Common HIV Core Indicators.

Criterion 2: RESPONSE (25 points) – Corresponds to Section IV’s Introduction, Methodology, Work Plan, and Resolution of Challenges

- 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 described in the application are capable of addressing the problem and attaining the project objectives.
- The strength of the proposed work plan as evidenced by measurable and appropriate objectives.

- The extent to which PLWH are engaged in the implementation of the activity, including decision-making.
- The clarity and strength of the solution-oriented approaches for addressing the potential challenges.
- The clarity and strength of the roles for identified partners in the proposed project, and the tasks for each partner as described in the letters of support/commitment, if applicable.

Criterion 3: EVALUATIVE MEASURES (10 points) – Corresponds to Section IV’s Evaluation and Technical Support Capacity

- 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.

Criterion 4: IMPACT (15 points) – Corresponds to Section IV’s Methodology and Work Plan

- The extent to which the proposed project has a public health impact and the project will be effective, if funded. This may include: the impact results may have on the community or target population, the degree to which the project activities are replicable, and the sustainability of the program beyond the federal funding.
- The extent to which the proposed goals, objectives, and work plan activities (**Attachment 1**) address the health outcome gaps in the HIV care continuum
- The extent to which activities outlined in the work plan can reasonably be completed in the 12-month period.

Criterion 5: RESOURCES/CAPABILITIES (10 points) – Corresponds to Section IV’s Evaluation and Technical Support Capacity and Organizational Information

- 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.
- The extent to which the staffing plan (**Attachment 2**) is consistent with the proposed activity.
- The strength of the applicant’s experience with the administration of federal funds and multiple grant awards.

Criterion 6: SUPPORT REQUESTED (20 points) – Corresponds to Section IV’s Budget and Budget Narrative

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

- The extent to which costs, as outlined in the budget and required resources sections, are reasonable given the scope of work.

- The extent to which key personnel have adequate time devoted to the project to achieve project objectives.
- The extent to which the budget justification narrative fully explains each line item and justifies the resources requested, including proposed staff.
- The applicant's program-specific line item budget, budget justification narrative, and SF-424A are aligned with each other.

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.

See Section 5.3 of HRSA's [SF-424 Application Guide](#) for more details.

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.

VI. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award prior to the start date of August 1, 2019. See Section 5.4 of HRSA's [SF-424 Application Guide](#) for additional information.

2. Administrative and National Policy Requirements

See Section 2.1 of HRSA's [SF-424 Application Guide](#).

Requirements under Subawards and Contracts under Grants

The terms and conditions in the Notice of Award (NOA) apply directly to the recipient of HRSA funds. The recipient is accountable for the performance of the project, program, or activity; the appropriate expenditure of funds under the award by all parties; and all other obligations of the recipient, as cited in the NOA. In general, the requirements that apply to the recipient, including public policy requirements, also apply to subrecipients and contractors under grants, unless the NOA specifies an exception. See [45 CFR § 75.101 Applicability](#) for more details.

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. The first progress report is due six months after the period of performance start date. A final report is due within 90 days after the period of performance ends. The final report collects
 - information relevant to program-specific goals and progress on the work plan;
 - performance measurement data;
 - impact of the overall project;
 - the degree to which the recipient achieved the mission, goal, and objectives outlined in the program;
 - recipient accomplishments;
 - barriers encountered; and
 - responses to summary questions regarding the recipient's overall experiences during the one-year project period. Recipients will be expected to provide end-of-the-period of performance outcome data and demonstrate the impact of the project's activity. Further information will be available in the award notice.

- 2) Federal Financial Report (FFR) – You must submit the FFR to HRSA 90 days after the end of the period of performance.

VII. Agency Contacts

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

Adejumoke Oladele
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD 20857
Telephone: (301) 443-2441
Fax: (301) 443-9810
Email: aoladele@hrsa.gov

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

Monique G. Hitch, MSHA
Chief, Central Branch
Division of Community HIV/AIDS Programs
Attn: RWHAP Part D Supplemental
Health Resources and Services Administration
5600 Fishers Lane, Room 09N18
Rockville, MD 20857
Telephone: (301) 443-3944
Fax: (301) 443-1839
Email: MHitch@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

HRSA has scheduled the following technical assistance:

Day and Date: Thursday, November 15, 2018

Time: 2 - 4 p.m. ET

Call-In Number: 1-877-913-1008

Participant Code: 591991

Weblink: https://hrsa.connectsolutions.com/partd_nofu_hrsa-19-026-ta-call/

The webinar will be recorded and should be available for viewing by November 23, 2018 at <https://careacttarget.org/library/hrsahab-notice-funding-opportunity-nofu-announcements>.

Tips for Writing a Strong Application

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