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

HIV/AIDS Bureau
Division of Metropolitan HIV/AIDS Programs

Leadership Training for People of Color Living with HIV

Announcement Type: New Competition
Funding Opportunity Number: HRSA-16-186

Catalog of Federal Domestic Assistance (CFDA) No. 93.145

FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2016

Application Due Date: July 8, 2016

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

Release Date: May 5, 2016

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Authority: The Consolidated Appropriations Act, 2016 (P.L. 114-113), Division H, Title II.

EXECUTIVE SUMMARY

Supported through the Department of Health and Human Services Secretary's Minority AIDS Initiative Fund, the Health Resources and Services Administration (HRSA), HIV/AIDS Bureau is accepting applications for fiscal year (FY) 2016 *Leadership Training for People of Color Living with HIV* program. The purpose of this program is to support the development and delivery of training programs for people of color living with HIV (e.g., Black, Hispanic/Latino, American Indian/Alaskan Native (AI/AN), and Asian/Pacific Islander (API)) of all ages, to support full, active and engaged participation on planning bodies, medical and support care teams, boards of directors and other mobilization efforts to address the goals of the National HIV/AIDS Strategy: Updated to 2020 (NHAS 2020).

Funding Opportunity Title:	Leadership Training for People of Color Living with HIV
Funding Opportunity Number:	HRSA-16-186
Due Date for Applications:	July 8, 2016
Anticipated Total Annual Available Funding:	$854,000
Estimated Number and Type of Award(s):	1 cooperative agreement
Estimated Award Amount:	$854,000 per year
Cost Sharing/Match Required:	No
Project Period:	September 1, 2016 through August 31, 2019 (three (3) years)
Eligible Applicants:	Public, non-profit, and for profit entities including health departments, state and local governments, community health centers, hospitals, medical centers, colleges and universities, faith-based and community-based organizations, and Tribes and tribal organizations are eligible to apply. Applicants must have two to three (2 - 3) years of experience training people living with HIV in leadership and planning, and must demonstrate capacity to recruit, train and collaborate with organizations that focus on all target populations to be trained. [See Section III-1 of this funding opportunity announcement (FOA) for complete eligibility information.]

Application Guide

All applicants 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 FOA to do otherwise. A short video for applicants explaining the *Application Guide* is available at http://www.hrsa.gov/grants/apply/applicationguide/.

Technical Assistance,

All interested applicants are encouraged to participate in a technical assistance (TA) webinar for this funding opportunity. The technical assistance webinar is scheduled for **Tuesday, May 17, 2016 at 1 PM EST**. The purpose of this webinar is to assist potential applicants in preparing applications that address the requirements of this funding announcement. Participation in a pre-application TA webinar is optional.

Dial-in Phone Number: **1-877-952-6578**
Passcode: **2668381#**
To access the webinar online, go to the Adobe Connect
URL: https://hrsa.connectsolutions.com/leaders/

Table of Contents

I. Program Funding Opportunity Description

1. Purpose

This announcement solicits applications for the fiscal year (FY) 2016 *Leadership Training for People of Color Living with HIV* program. This program supports the development and delivery of training programs for people of color living with HIV of all ages (e.g., Black, Hispanic/Latino, American Indian/Alaskan Native (AI/AN), and Asian/Pacific Islander (API)) to enable full, active and engaged participation on planning bodies, medical and support care teams, boards of directors, and other mobilization efforts to address the goals of the National HIV/AIDS Strategy: Updated to 2020 (NHAS 2020). To address the need for an increased focus on transgender women, this project will also support national leadership training for transgender women of color living with HIV. Through the involvement of people of color living with HIV who are informed and trained in HIV service planning, the HIV care continuum, and HIV service delivery systems of care, the project will expand the capacity of the HIV prevention and care service delivery system, including Ryan White HIV/AIDS Program (RWHAP) providers, governmental agencies, and planning entities, to respond to social and structural barriers to HIV prevention and treatment in their communities. Funding will be provided in the form of a cooperative agreement to support one (1) organization for up to three (3) years.

Collaboration: RWHAP Parts A and Part B require the participation of people living with HIV (PLWH) on planning councils and planning bodies, and during the development of the HIV Integrated Prevention and Care Plans. RWHAP Parts C and D recommend PLWH participation on community advisory boards (CABs) to assist with service planning. All RWHAP Parts are mandated to participate in the creation of the Statewide Coordinated Statement of Need (SCSN), where PLWH participation is optimal. With HRSA HIV/AIDS Bureau (HAB) and Centers for Disease Control and Prevention (CDC) support for integrated planning between both care and prevention systems of service delivery, this project would recruit potential leaders via both RWHAP care services and CDC prevention services.

It is recommended that applicants "partner" with national organizations that have the ability to reach those people of color living with HIV who are often difficult to recruit for leadership or planning council participation (e.g., young Black women, young men of color who have sex with men (MSM), transgender women of color, API, and AI/AN). Applicants are also encouraged to partner with PLWH coalitions, as emphasized in the NHAS 2020.

Program Requirements:

1) The successful applicant will:

   a) Conduct a national training for 10 - 15 transgender women of color living with HIV to support full, active and engaged participation on planning bodies, medical and support care teams, board of directors, and other mobilization efforts to address the goals of the NHAS 2020. This training would prepare and support participants to attend the regional trainings outlined next;

b) Conduct three regional trainings for 20 - 25 people each per training year for people of color living with HIV to support full, active and engaged participation on planning bodies, medical and support care teams, board of directors, and other mobilization efforts to address the goals of the NHAS 2020; and

c) Conduct a "Train the Trainer (TOT)" session each year. Each session will include up to 13 teams of two (dyads). Each team of two must include a PLWH leader and a partner from a local organization. Those attending the TOT are expected to return to their communities and provide leadership training to people of color living with HIV. Each dyad will require a letter from a partnering organization, service provider, governmental agency, or other local organization indicating support for the team to provide trainings in their communities upon their return.

2) Successful applicants will develop a process for selecting potential participants for the trainings. A component of this selection process should include a letter of recommendation from a partnering organization, service provider, governmental agency, or other local organization. Special consideration should be given during the screening process for geographic representation.

3) Content of the curriculum to be developed by the funded entity should include culturally relevant leadership theory and models, the RWHAP, the challenges of stigma, health and science literacy, navigating health care systems and other topics identified by the applicant as integral for leadership curricula.

4) The successful applicant will demonstrate strong partnerships with PLWH coalitions and/or networks that represent racial and ethnic minority and other prioritized populations indicated in the NHAS 2020 (e.g., youth, women, men who have sex with men, transgender women of color, and people who inject drugs).

5) The successful applicant must have two to three (2 - 3) years of prior experience training PLWH on aspects of leadership and planning, navigating the health care system, or serving as peers in HIV outreach and care services. The applicant must demonstrate capacity to recruit, train, and collaborate with organizations that focus on all target populations to be trained.

6) The successful applicant should have prior experience sponsoring the travel, logistics, and meals of PLWH attending in-person trainings.

7) The successful applicant should have prior experience providing special financial considerations for training attendees who do not have credit cards to use for up- front costs of attending the in-person trainings.

8) The successful applicant will conduct all activities using a combination of in-person training, webinars, and on-line digital trainings.

9) The successful applicant will establish sound evaluation criteria based on all three activities using process and outcome measures and other relevant data source and methods, and will track outcomes (e.g., increased participation in planning) by following the progress of trainees over the course of the project period.

2. Background

This initiative is funded through the Department of Health and Human Services Secretary's Minority AIDS Initiative Fund (SMAIF) as authorized under the Consolidated Appropriations Act, 2016 (P.L. 114-113), Division H, Title II. The program is administered by HRSA HAB's Division of Metropolitan HIV/AIDS Programs.

Since the inception of the legislation that authorized the RWHAP twenty-six years ago in 1990, PLWH involvement in the planning and delivery of services has played an important role in the implementation of HIV care and treatment service delivery. In the United States, the CDC estimates that more than 1.2 million people have HIV. Surveillance data continue to reflect that racial and ethnic minority populations, particularly people who are Black/African American and Latino, share a significant and disproportionate burden of new infections and represent 70% of all those served by RWHAP funded recipients.

The Ryan White Service Report (RSR) tracks a variety of client-level data points submitted annually by all RWHAP recipients. RSR data indicate a need to focus health care service delivery efforts to improve retention and viral suppression rates among racial/ethnic minority populations, with people who are Black or African American representing the lowest rates of viral suppression among all minority groups at 77.1% compared to 81.4% overall. For Black transgender people, HIV viral suppression is even less optimal, at 68.8% ([Annual Client Level Data Report Ryan White Services Report 2014](#)). In an April 2015 CDC fact sheet titled "HIV Among Transgender People," Black transgender women have the highest percentage of new HIV positive test results, and all transgender women are at high risk for HIV infection.

National HIV AIDS Strategy

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. To the extent possible, program activities should strive to support the four primary goals of [NHAS 2020:](#)

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

Updated in 2015, the NHAS 2020 has fully integrated the objectives and recommendations of the [HIV Care Continuum Initiative](#) and the Federal Interagency Working Group on the Intersection of HIV/AIDS, Violence against Women and Girls, and Gender-Related Health Disparities. The Strategy also allows for opportunities to refresh the ongoing work in HIV prevention, care, and research.

Advances in four key areas are of critical focus for the next five years and recipients should take action to align their organization's efforts with the Strategy around these key areas:

- Widespread testing and linkage to care, enabling PLWH to access treatment early

- Broad support for PLWH to remain engaged in comprehensive care, including support for treatment adherence
- Universal viral suppression among PLWH

Full access to comprehensive Pre-Exposure Prophylaxis (PrEP) services for those whom it is appropriate and desired, with support for medication adherence for those using PrEP
It is important to note that the NHAS 2020 identifies PLWH as key constituents and partners in achieving the goals of the strategy. Several goals of the strategy include recommendations and steps to address HIV-related disparities that exist among communities of color. Goal 2 of NHAS 2020 (Increasing Access to Care and Improving Health Outcomes for PLWH) identifies care linkage, retention, patient-centered care and health care system capacity.

Goal 3 of NHAS 2020 (Reducing HIV-Related Disparities and Health Inequities) includes support for engagement in care for minorities and the improvement of health outcomes for high-risk communities. Included in Goal 3 is action item 3.C.4: Promoting public leadership of PLWH, stating that government and other institutions (including HIV prevention community planning groups and RWHAP planning councils and consortia) should work with people with AIDS coalitions, HIV service organizations, and other institutions to actively promote public leadership by PLWH.

More information on how recipients can support the NHAS 2020 can be found online at https://aids.gov/federal-resources/national-hiv-aids-strategy/overview/

II. Award Information

1. Type of Application and Award

Type(s) of applications sought: New competitive

Funding will be provided in the form of a cooperative agreement. A cooperative agreement, as opposed to a grant, is an award instrument of financial assistance where substantial involvement is anticipated between HRSA and the recipient during performance of the contemplated project. The recipient is expected to collaborate with HAB to achieve the expectations described in the program expectations section. Certain activities must be planned jointly and include HAB's input. HRSA HAB must be aware of all project activities in sufficient time to provide input and/or assistance. This substantial involvement is in addition to the usual monitoring and technical assistance provided under the cooperative agreement.

As a cooperative agreement, **HRSA HAB Program involvement will include**:
1) Making available experienced HRSA HAB personnel as participants in the planning and development of all phases of the activities related to the objectives.
2) Meeting with awardee to review their project plan to ensure project goals and objectives align with the needs of the target populations.
3) Participating in the design, development, revision and implementation of the curriculum for each training program.
4) Participating in the review, scoring and selection of all training participants.
5) Overseeing the selection of geographic sites for all trainings, ensuring geographic parity for the duration of the project.

6) Participating, as appropriate, in relevant meetings, trainings and webinars.
7) Providing ongoing review of the establishment and implementation of evaluative measures and data points for accomplishing the goals, and monitoring outcomes of the cooperative agreement.
8) Providing assistance to the recipient in maintaining collaborative relationships with project partners, necessary in carrying out the project.
9) Reviewing and providing input on drafts and revisions of all written documents, including curriculum, training materials, webinar PowerPoints and scripts, and other information and materials for the activities conducted through the cooperative agreement.
10) Participating in the dissemination (i.e., presentations to external and internal stakeholders, conferences, meetings, etc.) of project activities including best practices and lessons learned.

In collaboration with HRSA, the cooperative agreement recipient's responsibilities, including the use of appropriate staff, partner organizations, and/or consultants, are to:

1) Meet the program requirements outlined in Section I.1. of this FOA.
2) Assess and utilize best practices and demonstrated leadership theories and models for PLWH Leadership curriculum development that would facilitate increased participation of people of color living with HIV in planning activities nationally and within their jurisdictions.
3) Demonstrate efficiency in their organization's administrative and financial processes to quickly develop and implement the training programs. Develop and update culturally appropriate applications and training curriculum/materials for participants.
4) Work with the established network of PLWH organizations to develop curriculum, recruit, and train participants.
5) Develop methods and models for peer learning opportunities, using adult-based learning principles. These methods and models should build on existing platforms and convening opportunities.
6) Modify activities as necessary to ensure relevant outcomes.
7) Develop a robust evaluation process and reporting mechanism to describe the logic and theory, evaluation focus and criteria, data and methods to demonstrate the impact of the program.
8) Provide HAB with a complete, updated, and accessible copy of all federally supported materials, including online content, prepared under this cooperative agreement in an electronic zip file format on an annual basis for the duration of the project.

2. Summary of Funding

This program expects to provide funding during federal fiscal years 2016 – 2018. Approximately $854,000 is expected to be available annually to fund one (1) recipient. Applicants may apply for a ceiling amount of up to $854,000 per year. The project period is three (3) years. Funding beyond the first year is dependent on the availability of appropriated funds for *Leadership Training for People of Color Living with HIV*, satisfactory recipient performance, and a decision that continued funding is in the best interest of the Federal Government.

Effective December 26, 2014, all administrative and audit requirements and the cost principles that govern federal monies associated with this award are subject to the Uniform Guidance [2]

[CFR 200](#) as codified by the Department of Health and Human Services (HHS) at [45 CFR 75](#), which supersede the previous administrative and audit requirements and cost principles that govern federal monies.

III. Eligibility Information

1. Eligible Applicants

Eligible applicants include public, non-profit, and for profit entities, including health departments, state and local governments, community health centers, hospitals, medical centers, colleges and universities, faith-based and community-based organizations, and Tribes and tribal organizations.

Applicants must have two to three (2 - 3) years of experience training PLWH of color in leadership and planning, and must demonstrate capacity to recruit, train and collaborate with organizations that focus on all target populations to be trained.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

Applications that exceed the ceiling amount will be considered non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.4* will be considered non-responsive and will not be considered for funding under this announcement.

Maintenance of Effort – Maintenance of Effort is not required for this program.

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 the applicant's **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* applicants for this FOA to apply electronically through Grants.gov. Applicants must download the SF-424 application package associated with this FOA following the directions provided at http://www.grants.gov/applicants/apply-for-grants.html.

2. Content and Form of Application Submission

Section 4 of HRSA's *SF-424 Application Guide* provides instructions for the budget, budget justification, 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. All applicants are responsible for reading and complying with the instructions included in HRSA's *SF-424 Application Guide* except where instructed in the FOA to do otherwise.

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 80 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 FOA. Standard OMB-approved forms that are included in the application package are NOT included in the page limit. Indirect Cost Rate Agreement and proof of non-profit status (if applicable) will not be counted in the page limit. **We strongly urge applicants to take appropriate measures to ensure the 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 the announcement.

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) Where the prospective recipient is unable to attest to any of the statements in this certification, such prospective recipient shall attach an explanation to this proposal.

See Section 4.1 viii of HRSA's *SF-424 Application Guide* for additional information on this and other 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 justification, 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*.

ii. *Project Narrative*
Use this section to provide 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.

Use the following section headers for the Narrative:

- *INTRODUCTION -- Corresponds to Section V's Review Criterion #1*
  This section should briefly describe the purpose of the proposed project. Include a discussion that exhibits understanding of the issues related to the purpose, goals, and program requirements outlined in this funding opportunity.

  Provide an overview of the three required training activities, partnering organizations, and recruitment and retention activities of targeted populations. Discuss how the project will meet the goals of NHAS 2020, and how it will expand the capacity of the HIV prevention and care service delivery system by training and utilizing the expertise of leaders who are people of color living with HIV.

- *NEEDS ASSESSMENT -- Corresponds to Section V's Review Criterion #1*
  This section describes the need for this project, specifically leadership training for people of color living with HIV. Describe the target population(s). Discuss data/information gathering methods conducted over the past three years to determine the needs of the target audience. Provide meaningful findings from the information gathering, relative to the proposed program focus. Applicants must discuss how the proposed project will contribute to decreasing health disparities, and how it will increase equity in the planning of RWHAP service provision. Include a description of how the project will directly contribute to the goals of NHAS 2020.

- *METHODOLOGY -- Corresponds to Section V's Review Criteria #2 & #4*
  Describe the process for recruiting, selecting, and retaining participants for the trainings. A component of this selection process should include a letter of recommendation from a partnering organization, service provider, governmental agency, or other local organization. Special consideration should be given during the screening process for geographic representation. Jurisdictional HIV data should be considered when determining regional training locations to ensure trainings are offered in impacted service areas where there is maximum potential to increase the currently limited participation of people of color living with HIV. Describe multiple training methods and techniques to be used to accomplish each activity, including, but not limited to in-person training, webinars, list serves, online modules, and check-in calls, that will be used to address and meet each of the three activities previously described in the program requirements and expectations in this FOA. Include the development of effective tools and strategies for ongoing training, outreach, collaborations, clear communication, and information sharing/dissemination with efforts to encourage RWHAP recipients to provide future leadership opportunities for the participants/trainees in this program. Outline the topics to be included in each curriculum. The content of the curriculum should include culturally relevant leadership. Other topics to be included should consist of understanding/navigating systems of care (e.g., Department of Housing and Urban Development, Department of Veterans' Affairs, community health centers, substance use and mental health facilities, and other service providers) and the HIV care continuum, as well as data driven decision making in planning. Include information on how the awarded entity will familiarize the PLWH with other available resources. Also include training on the role of the HHS Office of Civil Rights and the Department of Justice in combatting discrimination confronted by PLWH.

▪ *WORK PLAN -- Corresponds to Section V's Review Criteria #2 and #4*
Describe the activities or steps that will be used to achieve each of the activities proposed during the project period in the Methodology section. Submit a work plan that outlines for each activity: the accompanying time line action steps, the intended target population, target end dates and the person(s) responsible for each step. Identify PLWH coalition/networks or other partnerships that will assist in planning, designing and implementing all activities, including development of the application and, further, the extent to which these partners reflect the cultural, racial, linguistic and geographic diversity of the populations and communities served.

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:
- Goals of the project (e.g., objectives, reasons for proposing the intervention, if applicable);
- Assumptions (e.g., beliefs about how the program will work and supporting resources. Assumptions should be based on research, best practices, and experience.);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget, other resources);
- Target population (i.e., the individuals to be trained);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

▪ *RESOLUTION OF CHALLENGES -- Corresponds to Section V's Review Criterion #2*
Discuss challenges that are likely to be encountered in designing and implementing the activities described in the Work Plan, and approaches that will be used to resolve such challenges. Discuss challenges that might be encountered with recruitment and retention of people of color living with HIV, and how they may be addressed.

▪ *EVALUATION AND TECHNICAL SUPPORT CAPACITY -- Corresponds to Section V's Review Criteria #3 and #5*
Describe the plan for process and outcome evaluation that will measure, monitor and evaluate the impact of the program on both the populations targeted for training and the RWHAP recipients or other providers that will benefit from the skills of the trained target population.

Describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes for trained people of color living with HIV and TOT dyads (e.g., participation in planning) through the three year program period, including a description of how the organization will collect and manage data (e.g., assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Describe current experience, skills, and knowledge, including individuals on staff, materials published, and previous work of a similar nature. As appropriate, describe the data collection strategy to collect,

analyze and track data to measure process and impact/outcomes, with different cultural groups (e.g., race, ethnicity, language) and explain how the data will be used to inform program development and service delivery. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Evaluation components must be established and in place at the beginning of the project.

- *ORGANIZATIONAL INFORMATION -- Corresponds to Section V's Review Criterion #5*
Applicants must have at least two to three (2 - 3) years of experience training PLWH in leadership and planning, and must demonstrate capacity to recruit, train and collaborate with organizations that represent and focus on all target populations to be trained. Applicants should describe their experience collaborating with partnering organizations that represent and focus on all target populations to be trained. Describe the organization's experience in recruiting and training PLWH in planning and leadership; and the expertise and capacity to support the training of PLWH, including sponsoring travel, logistics and meals. Describe prior experience providing special financial considerations for training attendees who do not have credit cards to use for up- front costs of attending the in-person trainings. Provide information on the applicant organization's current mission and structure, scope of current activities, and an organizational chart, and describe how these all contribute to the ability of the organization to meet the program requirements and expectations. Provide information on the organization's resources and capabilities to support provision of culturally and linguistically competent and health literate services. Provide a staffing plan that outlines adequate percentages of full time equivalent (FTE) to address all aspects of the activities proposed. Discuss how the applicant organization demonstrates organizational and staff expertise and leadership to address the administrative, fiscal and training components of the program.

NARRATIVE GUIDANCE	
In order to ensure that the Review Criteria are fully addressed, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
Narrative Section	**Review Criteria**
Introduction	(1) Need
Needs Assessment	(1) Need
Methodology	(2) Response
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 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.

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 *Leadership Training for People of Color Living with HIV* program requires that applicant organizations submit costs that are reasonable and appropriate to the proposed work plan and scope of work.

The Consolidated Appropriations Act, 2016 (P.L. 114-113), 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 2017, as required by law.

iv. Budget Justification Narrative

See Section 4.1.v. of HRSA's *SF-424 Application Guide*. In addition, the *Leadership Training for People of Color Living with HIV* program requires a budget justification that includes detailed list of any contractual services through partnering organizations, including supported costs and defined deliverables.

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. **Each attachment must be clearly labeled**.

Attachment 1: Work Plan
  Attach the Work Plan for the project that includes all information detailed in Section IV. ii. Project Narrative. Include the required logic model in this attachment.

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. Include the role, responsibilities, and qualifications of proposed project staff.

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. 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.

Attachment 4: Memorandums of Agreement/ Understanding, Letters of Support, and/or Description(s) of Existing Contracts (project specific)

Provide any documents that describe working relationships between the applicant organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual agreements should clearly describe the roles of the contractors and any deliverable. Memorandums of Agreement/Understanding must be dated. Letters of support must be dated and specifically indicate a commitment to the project/program (e.g., a willingness to refer participants to the project, especially the transgender women of color).

Attachment 5: Project Organizational Chart

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

Attachment 6: Tables, Charts, etc.

Applicant may include any documentation to give further details about the proposal (optional) (e.g., Gantt or PERT charts, flow charts).

Attachment 7: Program Specific Line Item Budget

Applicants must submit a separate program-specific line item budget with a separate budget for each year of the three (3) year project period. NOTE: It is recommended that the budget be converted or scanned into PDF format for submission. Do not submit Excel spreadsheets. Please submit the line item budget in table format. The budget should include personnel name and title, fringe benefits, total personnel costs, consultant costs by individual consultant, supplies, staff travel, other expenses by individual expense, total direct costs, indirect costs, and total costs. Include annual salary and total project full-time equivalent (FTE).

Attachment 8: Indirect Cost Rate Agreement, if applicable

If indirect costs are included in the budget, please attach a copy of the organization's federal indirect cost rate agreement. Indirect cost rate agreements will not count toward the page limit.

Attachments 9- 15: Other Relevant Documents

Include here any other documents that are relevant to the application.

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

Applicant organizations must obtain a valid DUNS number and provide that number in their application. Each applicant 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 it has 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 an applicant/recipient organization has 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://fedgov.dnb.com/webform/pages/CCRSearch.jsp)
- 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*.

Applicants that fail to allow ample time to complete registration with SAM or Grants.gov 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 FOA is *July 8, 2016 at 11:59 P.M. Eastern Time*.

See Section 8.2.5 – Summary of e-mails from Grants.gov of HRSA's *SF-424 Application Guide* for additional information.

5. Intergovernmental Review

The *Leadership Training for People of Color Living with HIV* program is subject to the provisions of Executive Order 12372, as implemented by 45 CFR 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

Applicants responding to this announcement may request funding for a project period up to three (3) years. Awards to support projects beyond this first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

In addition to the general Funding Restrictions included in section 4.1.iv of the *SF-424 Application Guide*, funds under this announcement may not be used for the following purposes:
- Provision of direct health care,
- International travel,

- Pre-Exposure (PrEP) or Post-Exposure Prophylaxis (nPEP),
- Cash payments to intended recipients of RWHAP services,
- Syringe services programs,
- Purchase or improvement of land, and
- Purchase, construction, or permanent improvement, of any building or other facility.

The General Provisions in Division H of the Consolidated Appropriations Act, 2016 (P.L. 114-113) 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 2016, as required by law.

All program income generated as a result of awarded funds is considered additive and must be used for approved project-related activities. Recipients are responsible for ensuring that subrecipients have systems in place to account for program income, and for monitoring to ensure that subrecipients are tracking and using program income consistent with RWHAP requirements.

Please see 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

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Critical indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring points.

These criteria are the basis upon which the reviewers will evaluate the application. The entire proposal will be considered during objective review.

Review Criteria are used to review and rank applications. The *Leadership Training for People of Color Living with HIV* program has *six (6)* review criteria:

Review Criteria

Criterion 1: NEED (10 points) – Corresponds to Section IV Introduction and Needs Assessment

a) Extent to which the stated purpose of the proposed project, including the target populations, and the proposed project activities impact the RWHAP.
b) The strength of the data/information gathering methods conducted over the past two to three (2 - 3) years to determine the needs of the target audience and to provide meaningful findings from the information gathering, relative to the proposed program focus.

c) Extent to which the proposed project will contribute to a decrease in health disparity, and how it will increase equity in the planning of RWHAP health care systems.
d) Extent to which the proposed project will directly contribute to the goals of NHAS 2020.

Criterion 2: RESPONSE (30 points) – Corresponds to Section IV Methodology, Work Plan, Resolution of Challenges, and associated attachments.

a) Extent to which the work plan thoroughly outlines the accompanying action steps for each activity, the strategies to reach and involve the intended target populations, timelines with target end dates and the person(s) responsible for each step.
b) Extent to which applicant demonstrates proficiency and experience in the use of multiple types of training techniques to be used to accomplish the goal of each activity.
c) Extent to which the applicant plans to use multiple types of training techniques to accomplish the goal of each activity.
d) Extent to which the work plan includes all aspects of the program requirements.
e) Extent to which the program objectives are aligned with the goals of NHAS 2020.
f) The clarity and strength of the proposed plans to market the activities regionally and nationally to the appropriate audiences using multiple recruitment techniques and partnerships.
g) Extent to which the applicant identifies possible challenges that are likely to be encountered during the planning and implementation of the activities described in the work plan, and identifies realistic and appropriate responses to be used to resolve the challenges.

Criterion 3: EVALUATIVE MEASURES (15 points) – Corresponds to Section IV, Evaluation and Technical Support Capacity

a) The clarity and feasibility of the proposed evaluation plan to measure, monitor and evaluate the impact of the program on both the populations targeted for training and the RWHAP recipients and subrecipients that will benefit from the skills of the trained target population.
b) The clarity and strength of the proposed process evaluation methodology.
c) Extent to which the outcome measures are identified and appropriate for each activity.
d) Extent to which the applicant demonstrates the expertise available within the organization to collect, analyze and disseminate the program evaluation findings.

Criterion 4: IMPACT (5 points) – Corresponds to Section IV, Work Plan and Evaluation and Technical Support Capacity.

a) Extent to which the proposed activities will likely impact the number of people of color living with HIV, available to serve as leaders or members of planning groups for RWHAP recipients.
b) Extent to which the applicant demonstrates how the RWHAP and other service delivery systems will be strengthened through the outcomes of this program.

c) Extent to which the applicant identifies the potential future benefits of partnering with PLWH networks, coalitions and/or other organizations that represent minority and other focused populations that will be trained (e.g., youth, women, men who have sex with men, transgender women of color, and people who inject drugs).

Criterion 5: RESOURCES/CAPABILITIES (30 points) – Corresponds to Section IV, Organizational Information, Staffing Plan, and Job Descriptions for Key Personnel

a) Strength of the organizational capacity and expertise that demonstrates a minimum of two to three (2 – 3) years of experience and/or staff expertise in training people of color living with HIV in planning and leadership.
b) The strength of the proposed partnerships, and how the partnering organizations will contribute to the goals of the project.
c) Extent to which the applicant demonstrates organizational past experience with sponsoring PLWH for training opportunities, including the travel, logistics and per diem for PLWH who do not have credit cards and/or are unable to pay for travel, logistics, food and incidentals up front.
d) The extent to which the applicant demonstrates successful past performance managing federal grants at a national level.
e) The strength of the proposed staffing plan, including adequate percentages of FTE, to address all aspects of the activities proposed.

Criterion 6: SUPPORT REQUESTED (10 points) – Corresponds to Section IV, Budget/Budget Justification

a) Extent to which the applicant costs, as outlined in the budget and budget narrative, are reasonable and appropriate to the proposed work plan and scope of work.
b) The extent to which the applicant demonstrates strength and clarity in the budget narrative in justifying each line item in relation to the goals and objectives of the program.
c) The extent to which the applicant provides a strong justification and defined deliverables with all written agreements with partnering entities.
d) The extent to which the budget and budget justification clearly identifies key personnel who have adequate time devoted to the project to achieve project objectives, and provides a clear justification of proposed staff, contracts and other resources.

2. Review and Selection Process

Please see Section 5.3 of HRSA's *SF-424 Application Guide*.

This program does not have any funding priorities, preferences or special considerations.

3. Assessment of Risk

The Health Resources and Services Administration 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).

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

A determination that an applicant is not qualified will be reported by HRSA to FAPIIS (45 CFR § 75.212).

The decision not to make an award or to make an award at a particular funding level is discretionary and is not subject to appeal to any HHS Operating Division or HHS official or board.

4. Anticipated Announcement and Award Dates

It is anticipated that awards will be announced prior to the start date of September 1, 2016.

VI. Award Administration Information

1. Award Notices

The Notice of Award will be sent prior to the start date of September 1, 2016. See Section 5.4 of HRSA's *SF-424 Application Guide* for additional information.

2. Administrative and National Policy Requirements

See Section 2 of HRSA's *SF-424 Application Guide*.

3. Reporting

The successful applicant under this FOA 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 tri-**annual** basis (3 times a year). Further information will be provided in the award notice.

2) **Other required reports and/or products**. The recipient must submit a complete, updated, and accessible copy of all federally supported materials (e.g.,

curriculum), including online content, prepared under this cooperative agreement in an electronic zip file format on an annual basis for the duration of the project. The TARGET Center website will be the repository for all archived webinars and other training materials from the project.

3) **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.

VII. Agency Contacts

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

Karen Mayo
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Room 10NWH04
Rockville, MD 20857
Telephone: (301) 443-3555 Fax: (301) 594-4073
E-mail: kmayo@hrsa.gov

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

Helen Rovito
Sr. Program Advisor
Division of Metropolitan HIV/AIDS Programs
HIV/AIDS Bureau
Health Resources and Services Administration
5600 Fishers Lane, Rm. 9W08
Rockville, MD 20857
(301) 443-3286
(301) 443-5271 fax
email: hrovito@hrsa.gov

Applicants may need assistance when working online to submit their application forms electronically. Applicants should always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, seven days a week, excluding federal holidays at:

Grants.gov Contact Center
Telephone: 1-800-518-4726 (International Callers, please dial 606-545-5035)
E-mail: 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, 8:00 a.m. to 8:00 p.m. ET:

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

VIII. Other Information

Logic Models:

Additional information on developing logic models can be found at the following website: http://www.cdc.gov/nccdphp/dnpao/hwi/programdesign/logic_model.htm.

Although there are similarities, a logic model is not a work plan. A work plan is an "action" guide with a timeline used during program implementation; the work plan provides the "how to" steps. Information on how to distinguish between a logic model and work plan can be found at the following website: http://www.cdc.gov/healthyyouth/evaluation/pdf/brief5.pdf.

Technical Assistance

All interested applicants are encouraged to participate in a technical assistance (TA) webinar for this funding opportunity. The technical assistance webinar is scheduled for **Tuesday, May 17, 2016 at 1 PM EST**. The purpose of this webinar is to assist potential applicants in preparing applications that address the requirements of this funding announcement. Participation in a pre-application TA webinar is optional.

Dial-in Phone Number: **1-877-952-6578**
Passcode: **2668381#**
To access the webinar online, go to the Adobe Connect
URL: https://hrsa.connectsolutions.com/leaders/

IX. Tips for Writing a Strong Application

See Section 4.7 of HRSA's *SF-424 Application Guide*.