

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



HIV/AIDS Bureau
Division of Community HIV/AIDS Programs

Ryan White HIV/AIDS Program Part C Capacity Development Program

Funding Opportunity Number: HRSA-22-019
Funding Opportunity Type: New
Assistance Listings (AL/CFDA) Number: 93.918

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2022

Application Due Date: February 15, 2022

*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,
may take up to 1 month to complete.*

Issuance Date: December 14, 2021

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See [Section VII](#) for a complete list of agency contacts.

Authority: 42 USC § 300ff-54(c)(1)(B) (§ 2654(c)(1)(B) of the Public Health Service Act).

508 Compliance Disclaimer

Note: Persons using assistive technology may not be able to fully access information in this file. For assistance, please email or call one of the HRSA staff in [Section VII. Agency Contacts](#).

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB), Division of Community HIV/AIDS Programs is accepting applications for the fiscal year (FY) 2022 Ryan White HIV/AIDS Program (RWHAP) Part C Capacity Development Program. The purpose of this program is to strengthen organizational infrastructure to respond to the changing health care landscape and to increase capacity to develop, enhance, or expand access to high-quality HIV primary health care services for low-income and underserved people with HIV.

This notice is a contingency action taken to ensure that, should funds become available for this purpose, HRSA can process applications and award funds in a timely manner. You should note that this program may be cancelled before award.

Funding Opportunity Title:	FY 2022 Ryan White HIV/AIDS Program Part C Capacity Development Program
Funding Opportunity Number:	HRSA-22-019
Due Date for Applications:	February 15, 2022
Anticipated Total Available FY 2022 Funding:	\$4,000,000
Estimated Number and Type of Award(s):	Up to 50 grants
Estimated Award Amount:	Up to \$150,000
Cost Sharing/Match Required:	No
Period of Performance:	September 1, 2022 through August 31, 2023 (1 year)
Eligible Applicants:	Public and nonprofit private entities, faith-based and community-based organizations and tribes and tribal organizations are eligible to apply for these funds. 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, January 13, 2022

Time: 2 p.m. – 4 p.m. ET

Call-In Number: 833-568-8864 US Toll-free

Meeting ID: 161 103 2272

Passcode: 24041013

Weblink: <https://hsa-gov.zoomgov.com/j/1611032272?pwd=UE85ajJ4aDMzTU4vcU5MWURzYnUwdz09>

The webinar will be recorded and made available on the [TargetHIV Center](https://targethiv.org/library/nofos) website at <https://targethiv.org/library/nofos>.

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I. Program Funding Opportunity Description

1. Purpose

This notice announces the opportunity to apply for funding under the Health Resources and Services Administration's (HRSA) Ryan White HIV/AIDS Program (RWHAP) Part C Capacity Development Program. The purpose of this program is to 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 and underserved people 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 period of performance. You may propose an expansion of an activity previously supported under FY 2020 or FY 2021 RWHAP Part D Supplemental ([HRSA-20-068](#); [HRSA-21-059](#)) or Part C Capacity Development funding ([HRSA-20-067](#); [HRSA-21-058](#)), **however, HRSA will not fund the same activity in FY 2022 as HRSA funded previously in FY 2020 or FY 2021.** 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 or Infrastructure Development activity. You may select only one (1) activity under the selected category.

HIV Care Innovation

HIV Care Innovation activities support progress along the HIV care continuum to improve the health and increase the life span of people with HIV and prevent new infections. There are four (4) activities from which to choose. **If applying under this category, select only one of the four activities listed below:**

- Community Health Workers
- Integration of HIV Primary Care with Oral Health and/or Behavioral Health
- Rapid Antiretroviral Therapy (ART)
- Transitioning Youth into Adult HIV Care

Infrastructure Development

Infrastructure Development activities support organizational development and will increase the capacity of organizations to respond to changes in the health care environment. There are three (3) activities from which to choose. **If applying under this category, select only one of the three activities listed below:**

- Office Dental Equipment for Expanding Dental Service Capacity
- Emergency Preparedness
- Telehealth

Collectively, activities will allow applicants to better align with priority areas for the U.S. Department of Health and Human Services (HHS) and HRSA, including investing in mental health, addressing the opioid crisis, and promoting collaboration. The selected activity should target populations disproportionately affected by the HIV

epidemic and who have poor health outcomes. Successful applicants will demonstrate your organization's intent and ability to sustain proposed HIV Care Innovation activities or proposed Infrastructure Development enhancements without additional federal funds beyond the one-year period of performance. Furthermore, successful applicants will 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 and underserved people with HIV.

According to statute, HRSA shall give preference in making awards for this program to entities that provide primary care services in rural areas or to underserved populations. You can find more information about these preferences in Section V of this notice of funding opportunity (NOFO).

2. Background

This program is authorized by 42 USC § 300ff-54(c)(1)(B) (§ 2654(c)(1)(B) of the Public Health Service Act).

The Ryan White HIV/AIDS Program (RWHAP) provides a comprehensive system of HIV primary medical care, essential support services, and medications for low-income people with HIV. The program funds grants to states, cities, counties, and local community-based organizations to provide care and treatment services to people with HIV to improve health outcomes and reduce HIV transmission.

The RWHAP has five statutorily defined Parts (Parts A, B, C, D, and F) that provide funding for core medical and support services and medications; technical assistance; clinical training; and the development of innovative models of care to meet the needs of different communities and populations affected by HIV.

An important framework in the RWHAP is the HIV care continuum, which depicts the series of stages a person with HIV engages in from initial diagnosis through their successful treatment with HIV medication to achieve viral suppression. Supporting people with HIV to reach viral suppression not only increases their own quality of life and lifespan, it also prevents sexual transmission to an HIV-negative partner.

The HIV care continuum framework allows recipients and planning groups to measure progress and to direct HIV resources most effectively. RWHAP recipients are encouraged to assess the outcomes of their programs and 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.

Strategic Frameworks and National Objectives

National objectives and strategic frameworks like the [Healthy People 2030](#), [the National HIV AIDS Strategy \(NHAS\) \(2022-2025\)](#); the [Sexually Transmitted Infections National Strategic Plan for the United States \(2021–2025\)](#); and the [Viral Hepatitis National Strategic Plan for the United States: A Roadmap to Elimination \(2021–2025\)](#) are crucial

to addressing key public health challenges facing low-income people with HIV. These strategies detail the principles, priorities, and actions to guide the national public health response and provide a blueprint for collective action across the Federal Government and other sectors. The RWHAP supports the implementation of these strategies and recipients should align their organizations' efforts, within the parameters of the RWHAP statute and program guidance, with these strategies to the extent possible.

Expanding the Effort: Ending the HIV Epidemic in the United States

According to recent data from the [2020 Ryan White Services Report \(RSR\)](#), the RWHAP has made tremendous progress toward ending the HIV epidemic in the United States. From 2016 to 2020, 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 84.9 percent to 89.4 percent. Additionally, racial/ethnic, age-based, and regional disparities reflected in viral suppression rates have significantly decreased.¹ For example, the disparity in viral suppression rates between Black/African American and White clients has decreased since 2010.² These improved outcomes mean more people with HIV in the United States will live near normal lifespans and have a reduced risk of transmitting HIV to others.³

In February 2019, the [Ending the HIV Epidemic in the United States](#) (EHE) initiative was launched to further expand federal efforts to reduce HIV infections. This 10-year initiative seeks to achieve the important goal of reducing new HIV infections in the United States to fewer than 3,000 per year by 2030. The initiative promotes and implements four strategies to substantially reduce HIV transmissions – Diagnose, Treat, Prevent, and Respond. The initiative is a collaborative effort among key HHS agencies, primarily HRSA, the Centers for Disease Control and Prevention (CDC), the National Institutes of Health (NIH), the Indian Health Service (IHS), and the Substance Abuse and Mental Health Services Administration (SAMHSA).

For the RWHAP, the EHE initiative expands the program's ability to meet the needs of clients, specifically focusing on linking people with HIV who are either newly diagnosed, diagnosed but currently not in care, or are diagnosed and in care but not yet virally suppressed, to the essential HIV care, treatment, and support services needed to help them achieve viral suppression.

¹ Health Resources and Services Administration. Ryan White HIV/AIDS Program Annual Client-Level Data Report 2020. <http://hab.hrsa.gov/data/data-reports>. Published December 2021. Accessed December 2, 2021.

² Viral suppression among Black/African American clients went from 81.3 percent in 2016 to 86.7 percent in 2020, while viral suppression for White clients increased from 89.4 percent in 2016 to 92.5 percent in 2020; therefore the gap in viral suppression between these two groups decrease from 8.1 percentage points different to 5.8 percentage points different.

³ National Institute of Allergy and Infectious Diseases (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/> NCT00074581 NLM Identifier: NCT00074581.

Using Data Effectively: 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, conducting needs assessments, determining unmet need estimates, reporting, quality improvement, enhancing the HIV care continuum, and public health action. HRSA strongly encourages RWHAP 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 data sharing, analysis, and utilization of HIV data by state and territorial health departments can help further progress toward reaching the HIV National Strategic Plan goals and improve outcomes on the HIV care continuum.

HRSA strongly encourages complete CD4, viral load (VL), and HIV nucleotide sequence reporting to the state and territorial health departments' HIV surveillance systems to benefit fully from integrated data sharing, analysis, and utilization. State health departments may use CD4, VL, and HIV nucleotide sequence data to identify cases, stage of 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 HIV care, measure viral suppression, monitor prevalence of antiretroviral drug resistance, detect transmission clusters and understand transmission patterns, and assess unmet health care needs. Analyses at the national level to monitor progress toward ending the HIV epidemic in the United States can only occur if all HIV-related CD4, VL, and HIV nucleotide sequence 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), all VL results (undetectable and specific values), and HIV nucleotide sequences.

Program Resources and Innovative Models

HRSA has a number of projects and resources that may assist RWHAP recipients with program implementation. These include a variety of HRSA HAB cooperative agreements, contracts, and grants focused on specific technical assistance (TA), evaluation, and intervention activities. A list of these resources is available on [TargetHIV](#). Recipients should be familiar with these resources and are encouraged to use them as needed to support their program implementation.

In addition, many RWHAP Special Projects of National Significance (SPNS) projects have demonstrated promising new approaches for linking and retaining priority populations into care. As resources permit, RWHAP recipients are encouraged to review and integrate these tools within their HIV system of care in accordance with the allowable service categories defined in Policy Clarification Notice [\(PCN\) 16-02 Ryan](#)

White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds.

Examples of these resources include:

- [E2i: Using Evidence-Informed Interventions to Improve Health Outcomes among People Living with HIV](#)
E2i uses an implementation science approach to evaluate and understand existing and new intervention strategies that can be used in RWHAP provider settings. Once interventions or strategies are demonstrated and evaluated using implementation science, manuals, guides, interactive online tools, publications, and instructional materials are developed and disseminated for replication and integration into RWHAP provider settings.
- [Integrating HIV Innovative Practices](#) (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 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](#)
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 people with HIV.
- [Dissemination of Evidence Informed Interventions](#)
The Dissemination of Evidence-Informed Interventions initiative ran from 2015-2020 and disseminated four adapted linkage and retention interventions from prior SPNS and the Minority HIV/AIDS Funds (MHAF) from the HHS Secretary's Office initiatives to improve health outcomes along the HIV care continuum. The initiative produced 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 health care environment. Manuals are currently available at the link provided and will be updated on an ongoing basis.

HRSA HAB also recognizes the importance of addressing emerging issues, as well as supporting the needs of special populations. To help recipients in responding to these critical issues, HRSA HAB funds projects to provide technical assistance and resources for recipients. Examples of projects include:

- [Building Futures: Supporting Youth Living with HIV](#)
- [The Center for Engaging Black MSM Across the Care Continuum \(CEBACC\)](#)
- [Using Community Health Workers to Improve Linkage and Retention in Care](#)

Clinical Quality Management

Section 2664(g)(5) of the Public Health Service Act requires RWHAP Part C recipients to implement a Clinical Quality Management (CQM) program 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) as applicable, to 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](#) for information on CQM program requirements.

Social determinants of health (SDOH) are conditions in which people are born, grow, live, work, and age. They include factors like socioeconomic status, education, neighborhood and physical environment, community violence, employment, and social support networks, as well as access to health care. Intimate partner violence (IPV) is among these factors that can disproportionately affect underserved communities.

According to Centers for Disease Control and Prevention, National Intimate Partner and Sexual Violence Survey (NISVS), IPV describes physical violence, sexual violence, stalking, or psychological harm by a current or former partner or spouse, and can have both direct and indirect effects on individual, family, and community health. In 2017, HRSA launched its [Strategy to Address IPV](#), an effort to address this critical social determinant of health through agency-wide collaborative action. The Strategy includes four priority areas including (1) Training the nation's health workforce, (2) Building partnerships to raise awareness, (3) Increasing access to quality care, and (4) Addressing gaps in knowledge about IPV risks, impacts, and interventions. Applicants are encouraged to consider one or more of these priority areas, as relevant, in the development and measurement of their initiative.

Additional resources to assist you in determining how to effectively address intimate partner violence in your HRSA-funded programs may be found in the [HRSA Strategy to Address IPV](#).

II. Award Information

1. Type of Application and Award

Type of applications sought: New

HRSA will provide funding in the form of a grant.

2. Summary of Funding

HRSA expects approximately \$4,000,000 to be available to fund up to 50 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 actual amount available will not be determined until enactment of the final FY 2022 federal appropriation. This program notice is subject to the appropriation of funds and is a contingency action taken to ensure that, should funds become available for this purpose, HRSA can process applications and award funds appropriately.

The period of performance is **September 1, 2022 through August 31, 2023 (1 year)**.

HRSA will only fund one activity per recipient. HRSA will not fund the same activity in FY 2022 that HRSA funded previously in FY 2020 or FY 2021; however, applicants may propose an expansion of an activity previously supported under FY 2020 or FY 2021 RWHAP Part D Supplemental ([HRSA-20-068](#); [HRSA-21-059](#)) or Part C Capacity Development funding ([HRSA-20-067](#); [HRSA-21-058](#)) for either HIV Care Innovation or Infrastructure Development. Applicants must present a clear rationale for how the proposed activity builds upon and furthers the objectives of the previously funded activity.

Special Note for current RWHAP Part D WICY recipients: If you apply for funding under this NOFO and you also apply for and are awarded funding under HRSA-22-037 (RWHAP Part D Coordinated HIV Services and Access to Research for Women, Infants, Children and Youth (WICY) Existing Geographic Service Areas), 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 at [45 CFR part 75](#).

III. Eligibility Information

1. Eligible Applicants

Eligible entities include public and nonprofit private entities, faith-based and community-based organizations, and Tribes and tribal organizations. **Foreign entities are not eligible for this award.**

2. Cost Sharing/Matching

Cost-sharing is not required for this program.

3. Other

HRSA may not consider an application for funding if it contains any of the non-responsive criteria below:

- Exceeds the ceiling amount
- Fails to satisfy the deadline requirements referenced in [Section IV.4](#)

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.

4. Maintenance of Effort

Applicants applying for HIV Care Innovation activities must agree to maintain non-

federal expenditures for early intervention services (EIS) (i.e., counseling of individuals with respect to HIV, high risk targeted HIV testing, referral and linkage to care, other clinical and diagnostic services related to HIV diagnosis, and the provision of therapeutic measures for preventing and treating the deterioration of the immune system and for preventing and treating conditions arising from HIV) at a level equal to or greater than your total non-federal expenditures for EIS during the most recently completed fiscal year prior to the competitive application deadline (as authorized by section 2664(d) of the PHS Act). Submit information to ensure compliance with the maintenance of effort requirements as [Attachment 6](#).

NOTE: Multiple applications from an organization are not allowable.

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 following the directions provided at <http://www.grants.gov/applicants/apply-for-grants.html>.

The NOFO is also known as “Instructions” on Grants.gov. You must select “Subscribe” and provide your email address for HRSA-22-019 in order to receive notifications including modifications, clarifications, and/or republications of the NOFO on Grants.gov. You will also receive notifications of documents placed in the RELATED DOCUMENTS tab on Grants.gov that may affect the NOFO and your application. ***You are ultimately responsible for reviewing the [For Applicants](#) page for all information relevant to this NOFO.***

2. Content and Form of Application Submission

Application Format Requirements

Section 4 of HRSA’s [SF-424 Application Guide](#) provides general instructions for the budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, etc. You must submit the information outlined in the HRSA SF-424 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 HRSA SF-424 *Application Guide* for the Application Completeness Checklist.

Application Page Limitation

The total size of all uploaded files included in the page limitation may not exceed the equivalent of **30 pages** when printed by HRSA. The page limitation includes the project and budget narratives, attachments, and letters of commitment and support required in the *Application Guide* and this NOFO. Hyperlinks to additional documents are not allowed and will not be accessed or reviewed by the ORC reviewers. Standard OMB-approved forms that are included in the workspace application package do not count in the page limitation. **Please note: If you use an OMB-approved form that is not included in the workspace application package for HRSA-22-019, it may count against the page limitation.** Therefore, we strongly recommend you only use Grants.gov workspace forms associated with this NOFO to avoid exceeding the page limitation. Indirect Cost Rate Agreement and proof of non-profit status (if applicable) do not count in the page limitation. **It is therefore important to take appropriate measures to ensure your application does not exceed the specified page limitation.**

Applications must be complete, within the specified page limitation, and validated by Grants.gov under the correct funding opportunity number prior to the deadline.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) You certify on behalf of the applicant organization, by submission of your proposal, that neither you nor your principals are 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) If you are unable to attest to the statements in this certification, you must include an explanation [Attachments 9-15: Other Relevant Documents.](#)

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

Temporary Reassignment of State and Local Personnel during a Public Health Emergency

Section 319(e) of the Public Health Service (PHS) Act provides the Secretary of the Department of Health and Human Services (HHS) with discretion upon request by a state or tribal organization to authorize the temporary reassignment of state, tribal, and local personnel during a declared federal public health emergency. The temporary reassignment provision is applicable to state, tribal, and local public health department or agency personnel whose positions are funded, in full or part, under PHS programs and allows such personnel to immediately respond to the public health emergency in the affected jurisdiction. Funds provided under the award may be used to support personnel who are temporarily reassigned in accordance with § 319(e). Please reference detailed information available on the HHS Office of the Assistant Secretary for

Preparedness and Response (ASPR) website via
<http://www.phe.gov/Preparedness/legal/pahpa/section201/Pages/default.aspx>.

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

Use the Standard OMB-approved Project Abstract Summary Form 2.0 that is included in the workspace application package. Do not upload the abstract as an attachment or it will count toward the page limitation. Please use the guidance below. It is most current and differs slightly from that in Section 4.1.ix of HRSA's SF-424 Application Guide. Provide a summary of the application in the Project Abstract box of the Project Abstract Summary Form using 4,000 characters or less.

- Address
- Project Director Name
- Contact Phone Numbers (Voice, Fax)
- Email Address
- Website Address, if applicable
- List all grant program funds requested in the application, if applicable

Because the abstract is often distributed to provide information to the public and Congress, prepare this so that it is clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed project including the needs to be addressed, the proposed services, and the population group(s) to be served. If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases including USAspending.gov.

In addition to the requirements listed in the SF-424 Application Guide, please indicate the project title as *"FY 2022 RWHAP Part C Capacity Development Program"* and include the following information:

- Identification of the category (HIV Care innovation or Infrastructure Development) and 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 high-quality HIV primary care services for low-income and underserved people with HIV).
- The funding amount requested for the one-year period of performance.
- Identification of the funding preference requested, if applicable.

The project abstract must be single-spaced and is limited to one page in length.

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. Any attachments referenced in a narrative section may be considered during the objective review.

<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	(2) Response, (4) Impact, and (5) Resources/Capabilities
Budget and Budget Narrative	(6) Support Requested

ii. Project Narrative

This section provides a comprehensive description of all aspects of the proposed project. It should be succinct, self-explanatory, consistent with forms and attachments, and organized in alignment with the sections and format below so that reviewers can understand the proposed project.

See below for a description of the activities that you may select for this funding. You may submit a proposal for only one of the following two categories. You may select only one (1) activity under the selected category.

1) HIV Care Innovation

▪ Community Health Workers

Community health workers (CHW) have been successfully deployed to support people with HIV to enhance patient access to care and maintain long-term treatment adherence and retention in care. Historically, the job functions of a CHW in HIV care could include the following: peer navigator; peer, client or patient advocate; outreach worker; linkage to care worker; psychosocial support; or non-medical case management. Certification, licensing and workforce development for CHWs continue to evolve, but a number of state and local CHW accrediting bodies, networks, and associations have adopted the roles and competencies noted by the [CHW Core Consensus Project \(C3\)](#).

If you select this activity you will expand your current organizational capacity to implement, enhance, or expand CHW services to serve the eligible populations identified in your needs assessment. Planned activities should address either the implementation of CHW services into your organization's RWHAP or an enhancement to your organization's existing CHW program. Proposed activities should include, but are not limited to, development of written policies and procedures for CHW services; provision of training and professional development for both CHWs and their immediate supervisors; plans to integrate CHWs into the HIV care team; and defining the CHW's role in community engagement. Applicants are required to address sustainability beyond the one-year period of performance for any personnel supported by this award. The CHW activities carried out by your program must address one or more of the stages of the [HIV care continuum](#) and the proposed time and effort must be consistent with the proposed scope of activities. For resources addressing this topic, including resources for the development of a CHW program in HIV care, access the C3 link above and visit HAB's TargetHIV site on [Using Community Health Workers to Improve Linkage and Retention in Care](#).

- **Integration of HIV Primary Care with Oral Health or Behavioral Health**
Develop strategies, policies, and procedures to improve care coordination and integration of HIV primary care with oral health care or behavioral health services (e.g., scheduling appointments, communication strategies). Specific activities may include: developing policies and procedures to facilitate onsite provision of oral health care or behavioral health services; organizing primary care and oral health or behavioral health teams; training staff to understand workflow and processes; and, developing policies and procedures to track and coordinate referrals for oral health care or behavioral health services. The activity must address one or more of the stages of the HIV care continuum.
- **Rapid ART**
Effective rapid ART models include programs that have linked individuals newly diagnosed with HIV to HIV treatment and care, sometimes within the same or next day.⁴ These pilot projects demonstrated that as a result of rapid ART initiation, more participants were able to achieve viral suppression in a shorter time period compared with standard-of-care groups. Two other large, randomized controlled trials also demonstrated the optimal time to initiate ART, with a 50 percent reduction in morbidity and mortality among individuals with HIV who were randomized to receive ART immediately versus delaying initiation of ART. Through the administration of rapid ART, along with other effective innovative models of care for rapid linkage to and retention in care, HRSA anticipates timely improvements in health outcomes along the HIV care continuum.

If you select this activity you will enhance your organizational capacity to implement or expand rapid ART services, defined as the provision of

⁴ The RAPID ART Program Initiative for HIV Diagnoses (RAPID) in San Francisco. Beacon et al. Conference on Retroviruses and Opportunistic Infections. Abstract 93. Boston, Massachusetts, March 4-7, 2018 <http://www.croiconference.org/sessions/rapid-art-program-initiative-hiv-diagnoses-rapid-san-francisco>

antiretroviral medication to eligible people with HIV within seven to ten days of identification (for out of care individuals) or diagnosis. Since rapid ART initiation may be resource-intensive, requiring a multi-disciplinary team to coordinate the multiple steps of a positive test result, counseling, patient transportation, clinical evaluation, intake, accelerated insurance coverage, and ART, these and other clinic and system-wide system changes (e.g. workforce development or changes in workflows/procedures) are likely needed to ensure rapid linkage to care and ART initiation. In addition to addressing sustainability beyond the one-year period of performance, you must ensure that activities leverage existing staff, or enhance current collaborations with external organizations, in order to provide sustainable rapid ART services.

- **Transitioning Youth into Adult HIV Care**

If you select this activity, you must implement transition-planning activities that include, but are not limited to, written policies and procedures and staff training to assist youth in transitioning from pediatric to adult HIV medical care. Transition planning is a RWHAP Part C 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) to adult care and minimize negative impacts of this transition. Recommended activities should focus on collaborations with pediatric/adolescent programs 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 be linked to specific evaluative outcome metrics to measure successful transition. The activity must address one or more of the stages of the HIV care continuum. For resources addressing this topic access [US National Library of Medicine National Institutes of Health](#).

2) Infrastructure Development

- **Office Dental Equipment for Expanding Dental Service Capacity**

Purchase dental equipment for the purpose of developing, enhancing, or expanding oral health care services for people with HIV (i.e., creating or expanding an HIV dental operatory or clinic such as dental chairs, sterilization units, X-ray machines, etc.).

- **Emergency Preparedness**

The areas of focus for this activity are to address the development of organizational assessments of vulnerability, creation of an emergency preparedness plan, staff training and evaluation through drills and exercises, and identification of and collaboration with the local emergency management planners. The activity should result in the development of an implementation plan/toolkit and/or policies and procedures for effective preparation and response to natural disasters (e.g., hurricanes, tornadoes) and public health emergencies (e.g., disease outbreaks) resulting in minimal interruption to care and treatment for people with HIV. For resources addressing this topic, access the [HHS Office of the Assistant Secretary for Preparedness and Response](#) (ASPR) website; ASPR's 2017-2022 Health Care Preparedness and Response Capabilities Report, and the [ECRI Institute website](#).

- **Telehealth**

Telehealth technologies can help improve access to quality health care. They have been critical during the COVID-19 pandemic, especially in remote areas, settings that lack sufficient health care services, and in the provision of specialty behavioral health care. HRSA's Federal Office for the Advancement of Telehealth defines telehealth as *"the use of electronic information and telecommunication technologies to support long-distance clinical health care, patient and professional health-related education, health administration, and public health."* This definition includes patient counseling and case management. The term "telehealth" also includes clinical activities such as mHealth, telehomecare, remote monitoring, e-health, and tele-ICUs.

If you select this activity, you must develop and acquire, through lease or purchase, computer hardware and software, audio and video equipment, computer network equipment, interactive equipment, data terminal equipment, and other equipment that furthers the objectives of the proposed telehealth activity. You must describe technology requirements and each type of equipment to be employed. Include a concise description of the relevance to the project, cost-effectiveness, timeliness, accuracy of care, and ease of use. Discuss the telehealth reimbursement environment and whether Medicare, Medicaid, and/or private insurance in your state(s) cover telehealth services. For resources addressing this topic, access [HRSA's National Consortium of Telehealth Resource Centers](#) or [HRSA Telehealth Programs](#).

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 under either HIV Care Innovation or Infrastructure Development**. Briefly describe the purpose of the proposed activity. Clearly indicate the category under which the proposed activity falls: **1) HIV Care Innovation or 2) Infrastructure Development**. Discuss why your local community and/or organization is in need of capacity development funds and how the proposed activity will develop, enhance, or expand access to quality HIV primary care services for low-income and underserved people with HIV. If the proposed activity is an expansion of a previously funded 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.

For **HIV Care Innovation** activities, 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) with

HIV your organization serves. Provide data on the five stages of the HIV care continuum for your target population(s) 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.

Regarding **Community Health Workers**, discuss your organization's current use of peer navigators, peer outreach and linkage to care, community health workers, or other peer or community-involved service models to increase client linkage, re-engagement, and retention in HIV primary care. If you currently have CHWs, peer navigators, health advocates (etc.) working in your organization, discuss how this activity will enhance your existing CHW program clinical services, organizational structure, and workflow. If you are planning to add CHWs to your current organizational structure, discuss the planning and integration of this program into the operations and workflow of your current structure. Discuss any professional development and training needs.

Regarding the **Integration of HIV Primary Care with Oral Health or Behavioral Health**, discuss your organization's need for capacity development funds to implement, enhance or expand the onsite provision of oral health and/or behavioral health treatment. Or, for any oral or behavioral health services provided off-site, discuss your organization's need for capacity development funds to implement a coordinated tracking and referral process within your existing program of HIV primary care services.

Regarding **Rapid ART** activity, discuss your organization's need for capacity development funds to either implement or expand the provision of Rapid ART. Include a description of your organization's readiness and ability to implement Rapid ART as a component within your current model of HIV care and treatment services; or, to increase the service capacity of an existing Rapid ART program. Describe the existing HIV medical and support services currently available to meet the needs of the identified client populations. Describe the relevant gaps or barriers in your current services delivery model, including unmet needs, these capacity funds will address for newly diagnosed and out-of-care people with HIV. Discuss your organization's current workflows, including eligibility and intake processes, and how these processes will be revised or adapted to incorporate Rapid ART with the support of these capacity funds.

Include a description of current partnerships or community collaborations, such as sources of newly-identified/newly-diagnosed or out-of-care people with HIV, which will be an integral component in successfully implementing Rapid ART immediately upon referral. In addition, identify new partnerships your program may need to establish in order to strengthen capacity to engage hard-to-reach populations in care and achieve higher levels of viral suppression.

Regarding **Transitioning Youth into Adult HIV Care**, discuss your organization's need for capacity development funds to implement activities that will effectively manage the transition of your youth population (ages 13-24) from pediatric to adult HIV medical care services. Include a discussion of your organization's

current capacity for transitioning youth to adult HIV medical care settings and any gaps in care that currently exist in the transition planning process.

For **Infrastructure Development** activities, clearly describe the gaps in organizational capacity that exist due to current limitations in system infrastructure. Include alterations you have made to the current service delivery system and how lessons learned will be applied to this activity. Provide information specific to the selected activity and describe how these gaps or limitations are affecting the optimal provision of quality HIV primary care services and/or affecting your organization's ability to optimize your response to the changing health care landscape.

Regarding **Office Dental Equipment for Expanding Dental Service Capacity**, describe any additional information on how your current infrastructure and oral health resources limit your organization's ability and capacity to satisfy the unmet need or current demand for oral health services to your RWHAP-eligible population.

Regarding **Emergency Preparedness**, discuss your organization's current capacity for responding to emergencies including public health emergencies, disaster preparedness, and continuity of operations. Include any recent capacity needs assessed in carrying out or continuing operations during the COVID-19 pandemic. If you received funding under the FY2020 Coronavirus Aid, Relief and Economic Security (CARES) Act, discuss any impact of those awards on your organization's ability to maintain operations during emergency or disaster recovery. Discuss any lessons learned or assessments of your organization's ability to operate under such conditions and how these funds will be utilized to improve current capacity.

Regarding **Telehealth**, provide information specific to the telehealth activity and describe how these gaps or limitations are affecting the optimal provision of quality HIV primary care services and/or affecting your organization's ability to optimize your response to the changing health care landscape. Describe technology requirements and each type of equipment employed along with its relevance to the project, how it contributes to cost-effective, timely, and accurate care, and ease of use. Discuss the telehealth reimbursement environment and if Medicare, Medicaid, and/or private insurance in your state(s) cover telehealth services. Describe the proposed equipment (through lease or purchase), computer hardware and software, audio and video equipment, computer network equipment, interactive equipment, data terminal equipment, and other equipment that furthers the objectives of the proposed telehealth activity.

- ***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 involvement of people with HIV in the activity, collaboration, and coordination efforts, and sustainability plans as follows:

- **Involvement of People with HIV:** People with HIV who receive services at an RWHAP-funded organization should be actively involved in the development, implementation, and evaluation of program and CQM activities. Describe how you will engage people with HIV and/or organizations that represent them in the implementation of this activity, including advisement and decision-making.
 - **Collaboration and Coordination:** In describing the methods by which you will implement the activity, outline the partners and/or collaborating entities needed for this proposed activity, if applicable. Identify the tasks 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 8](#).
 - **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, the continuation of personnel time and effort on proposed activities, 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 and lessons learned with other providers in the community and/or collaborators to this project.
- **WORK PLAN -- Corresponds to Section V's Review [Criteria #2 Response](#) and [Criterion #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 September 1, 2022 – August 31, 2023.** Describe the activity's goal, specify the objectives, and identify the key action steps that you will use to achieve the proposed goal. Use a timeline that includes each step of the proposed activity and target date for each step's completion, and identifies staff responsible for the activities. As relevant, identify the measures you will use to 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 5](#).
- **RESOLUTION OF CHALLENGES -- Corresponds to Section V's Review [Criterion #2 Response](#)**
 Discuss challenges you are likely to encounter in the planning and implementation of your proposed HIV Care Innovation or Infrastructure Development project, including the impact of the continuation of the COVID-19 pandemic on organizational operations and proposed activities. Describe the specific activities or strategies you will use to mitigate or resolve anticipated challenges in implementing your proposed activity.

- **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 measures and outcomes. Include a description of how your organization will collect, manage, and analyze data (e.g., assign skilled staff, data management systems, and 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 people with HIV) to improve program implementation and outcomes.

If applicable, provide a brief description of the CQM program, how supplemental CQM activities are linked to the overarching RWHAP CQM work, and other resources devoted to CQM.

- **ORGANIZATIONAL INFORMATION** -- Corresponds to Section V's Review Criteria [#2 Response](#), [#4 Impact](#), and [#5 Resources/Capabilities](#)
- Describe the organizational skills, capabilities, and resources, including staff that 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 3](#) and the biographical sketches of key personnel provided in [Attachment 4](#). Describe the organizational resources that will sustain, without additional federal funds, the project activities, and/or enhancements supported by this award beyond the one year period of performance. In addition, describe your experience with fiscal management of grants and contracts. Include information on your organization's experience managing multiple federal grants.

iii. Budget

The directions offered in the SF-424 Application Guide may differ from those offered by Grants.gov. Follow the instructions in Section 4.1.iv of HRSA's [SF-424 Application Guide](#) and the additional budget instructions provided below. A budget that follows the Application Guide will ensure that, if HRSA selects your application for funding, you will have a well-organized plan and, by carefully following the approved plan, may 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) you incur to carry out a HRSA-supported project or activity.

Total project or program costs include costs charged to the award and costs borne by you to satisfy a matching or cost-sharing requirement, as applicable.

In addition, the RWHAP Part C Capacity Development 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 C 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 1](#).

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 statute, not more than 10 percent of a RWHAP Part C award can be spent on administrative costs. 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](#).

As required by the Consolidated Appropriations Act, 2021 (P.L. 116-260), Division H, § 202 and Division A of the Further Continuing Appropriations Act, 2022 (P.L. 117-70), “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 fiscal years, 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, RWHAP Part C Capacity Development Program requires a budget narrative that clearly explains the amounts requested for each line in the line-item budget.

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 limitation.** Your indirect cost rate agreement and proof of non-profit status (if applicable) will not count toward the page limitation. You must clearly label **each attachment**. You must upload attachments into the application. HRSA will not review/open any *hyperlinked* attachments.

Attachment 1: 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 2: Federally Negotiated Indirect Cost Rate Agreement (If applicable)

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

Attachment 3: Staffing Plan and Job Descriptions for Key Personnel (see Section 4.1. of HRSA's [SF424 Application Guide](#)) (Required)

Include a staffing plan that lists the key personnel who will be involved in the implementation of the proposed activity. 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. For each staff listed on the staffing plan, include their role, responsibilities, and credentials, if applicable. For each staff, note all sources of funding and the corresponding time and effort. It may be helpful to supply this information in a table. Also, include a description of your organization's timekeeping process to ensure that you will comply with the federal standards related to documenting personnel costs. Limit each job description to one page in length. Describe the roles and responsibilities for key personnel vacancies. Also, describe the educational and experience qualifications needed to fill the positions and the FTE associated with the position(s).

Attachment 4: Biographical Sketches of Key Personnel (Required)

Include biographical sketches for persons occupying the key positions described in Attachment 3, not to exceed two pages in length per person. In the event that a biographical sketch is included for an identified individual whom you have not yet hired, please include a letter of commitment from that person with the biographical sketch.

Attachment 5: Work Plan (Required)

Attach the work plan for the project that includes all information detailed in [Section IV.2.ii. Project Narrative](#). As stated, please use a table format for the work plan.

Attachment 6: Maintenance of Effort (MOE) Documentation (Required)

You must provide a baseline aggregate total of the actual expenditure of non-federal funds for EIS activities for your fiscal year prior to the application deadline, and estimates for your next fiscal year using a table similar to the one below. In addition, you must provide a description of baseline data and the methodology used to calculate the MOE.

NON-FEDERAL EXPENDITURES

FY Prior to Application (Actual)	Current FY of Application (Estimated)
Actual prior FY non-federal funds, including in-kind, expended for activities proposed in this application.	Estimated current FY non-federal funds, including in-kind, designated for activities proposed in this application.
Amount: \$ _____	Amount: \$ _____

Recipients must maintain non-federal expenditures for EIS at a level equal to or greater than their total non-federal expenditures for EIS during the most recently completed fiscal year prior to the competitive application deadline.

The costs associated with the RWHAP Part C EIS include:

- Counseling of individuals with respect to HIV
- High risk-targeted HIV testing
- Referral and linkage to care
- Other clinical and diagnostic services related to HIV diagnosis, and periodic medical evaluations
- Providing therapeutic measures for preventing and treating the deterioration of the immune system and for preventing and treating conditions arising from HIV

Attachment 7: Request for Funding Preference (If applicable)

To receive a [funding preference](#), identify the preference(s) (see *Funding Restrictions section*) and include a statement, accompanied by supporting documentation, justifying your qualification for the requested preference(s). **If you do not submit Attachment 7, HRSA will not consider you for a funding preference.** See [Section V.2](#) for more information.

Attachment 8: Letters of Support and/or Commitment (If applicable)

Provide letters of support and/or commitment from each organization identified in the application as a partnering and/or collaborating/ coordinating organization that will work with your organization in implementing the capacity development project. The letters must be dated and should clearly identify the role of the organization in the proposed capacity development activity, tasks each entity proposes to perform, responsible party of the partnering organization, and the total costs requested if any.

Attachments 9-15: 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 Transition to the Unique Entity Identifier (UEI) and System for Award Management (SAM)

You must obtain a valid DUNS number, also known as the Unique Entity Identifier (UEI), and provide that number in the application. In April 2022, the *DUNS number will be replaced by the UEI, a “new, non-proprietary identifier” requested in, and assigned by, the System for Award Management (SAM.gov). For more details, visit the following webpages: [Planned UEI Updates in Grant Application Forms](#) and [General Service Administration’s UEI Update](#).

You must also register with 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 you are an individual or federal agency that is exempted from those requirements under 2 CFR § 25.110(b) or (c), or you have an exception approved by the agency under 2 CFR § 25.110(d)). For your SAM.gov registration, you must submit a notarized letter appointing the authorized Entity Administrator.

If you are chosen as a recipient, HRSA will not make an award until you have complied with all applicable SAM requirements. If you have not fully complied with the requirements by the time HRSA is ready to make an award, you may be deemed not qualified to receive an award, and HRSA may 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.

*Currently, the Grants.gov registration process requires information in three separate systems:

- Dun and Bradstreet (<https://www.dnb.com/duns-number.html>)
- System for Award Management (SAM) (<https://sam.gov/content/home> | [SAM.gov Knowledge Base](#))
- Grants.gov (<https://www.grants.gov/>)

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

In accordance with the Federal Government’s efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized. Effective January 1, 2020, the forms themselves are no longer part of HRSA’s application packages; instead updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of

January 1, 2020, must validate the federally required common certifications and representations annually through [SAM.gov](https://sam.gov).

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 February 15, 2022, at 11:59 p.m. ET. HRSA suggests submitting applications to Grants.gov at least **3 calendar 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 C Capacity Development Program is subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100.

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

6. Funding Restrictions

You may request funding for a period of performance of up to one year, at no more than \$150,000 (inclusive of direct and indirect costs). This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, HRSA can process applications and award funds appropriately.

The General Provisions in Division H of the Consolidated Appropriations Act, 2021 (P.L. 116-260) and Division A of the Further Continuing Appropriations Act, 2022 (P.L. 117-70) apply to this program. See Section 4.1 of HRSA's [SF-424 Application Guide](#) for additional information. Note that these or other restrictions will apply in following fiscal years, as required by law.

In addition to the funding restrictions included in PCN 16-02 and general funding restrictions included in Section 4.1.iv of the [SF-424 Application Guide](#), you may not use funds under this announcement for the following purposes:

- Charges that are billable to third party payors (e.g., private health insurance, prepaid health plans, Medicaid, Medicare, Department of Housing and Urban Development (HUD) funding for housing services, other RWHAP funding including AIDS Drug Assistance Program)
- To directly provide housing or health care services (e.g., HIV care, counseling and testing) that duplicate existing services
- Payments for clinical research
- Payments for nursing home care
- Cash payments to intended clients of RWHAP services

- Purchase or improvement to land
- Purchase, construction, or major alterations or renovations on any building or other facility (see [45 CFR part 75](#) – subpart A Definitions)
- PrEP or non-occupational Post-Exposure Prophylaxis (nPEP) medications or the 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 people with HIV, thus prohibiting the use of RWHAP funds for PrEP medications or related medical services, such as clinician 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 and syringes for the purpose of hypodermic injection of any illegal drug use. Some aspects of Syringe Services Programs are allowable with HRSA's prior approval and in compliance with HHS and HRSA policy. See [Syringe Services Programs](#).
- Development of materials designed to directly promote or encourage, directly, 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 period of performance.

Other non-allowable costs can be found 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.

Be aware of the requirements for HRSA recipients and subrecipients at 2 CFR § 200.216 regarding prohibition on certain telecommunications and video surveillance services or equipment. For details, see the [HRSA Grants Policy Bulletin Number: 2021-01E](#).

Program Income

All program income generated as a result of awarded funds must be used for approved project-related activities. Any program income earned by the recipient must be used under the addition/additive alternative. You can find post-award requirements for program income at [45 CFR § 75.307](#).

V. Application Review Information

1. Review Criteria

HRSA has procedures for assessing the technical merit of applications to provide for an objective review 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.

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.

Six review criteria are used to review and rank Ryan White HIV/AIDS Program (RWHAP) Part C Capacity Development Program applications. . Below are descriptions of the review criteria and their scoring points.

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.
- **HIV Care Innovation activities ONLY:**
 - The strength of the applicant's justification for the need for capacity development funds in the proposed service area and for the identified target population(s) based on the identified gap(s) in their HIV care continuum.
 - 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.
- **Infrastructure Development activities ONLY:**
 - The strength of the applicant's justification for the need for capacity development funds to address gaps in organizational capacity that exist due to current limitations in system infrastructure.
 - The extent to which the applicant clearly describes how the system limitations are affecting the optimal provision of quality HIV primary care services.

Criterion 2: RESPONSE (25 points) – Corresponds to Section IV's [INTRODUCTION](#), [Methodology](#), [Work Plan](#), [Resolution of Challenges](#), and [Organizational Information](#)

- **Introduction**
 - The extent to which the proposed project responds to the "Purpose" included in the program description.
- **Methodology**
 - The extent to which the activities described in the application are capable of addressing the problem and attaining the project objectives.
 - 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.

- The extent to which people with HIV and/or organizations that represent them are engaged in the implementation of the activity, including decision-making.
- **Work Plan**
 - The strength and clarity of the proposed goals and objectives and their relationship to the identified project.
 - The strength of the proposed work plan ([Attachment 5](#)) as evidenced by measurable and appropriate objectives.
- **Resolution of Challenges**
 - The extent to which the potential challenges in designing, implementing, and measuring health outcome improvement are identified and a plan to address the challenges is provided.
- **Organizational Information**
 - The strength and reasonableness of the proposed resources, organizational support, and organizational capacity to sustain project activities, without additional federal funds, beyond the one year period of performance.

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, Work Plan, and Organizational Information](#)

- 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 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, including how the applicant intends to disseminate relevant information and/or products developed through the funded activity and lessons learned.
- The extent to which the proposed goals, objectives, and work plan activities ([Attachment 5](#)) address the health outcome gaps in the HIV care continuum or respond to existing organizational and system capacity limitations.
- The extent to which activities outlined in the work plan can be reasonably completed in the 12-month period and the organization presents a plan for sustaining activities without additional federal funds.

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 ([Attachment 4](#)) are qualified by training and/or experience to implement and carry out the project.
- The extent to which the applicant organization's capabilities and the quality and availability of facilities and personnel will fulfill the needs and requirements of the proposed project.
- The extent to which the staffing plan ([Attachment 3](#)) 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 and are consistent with the applicant's stated plans for sustaining project activities without additional federal funds beyond the one-year period of performance.
- 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 objective 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. 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. In addition to the ranking based on merit criteria, HRSA approving officials will apply other factors (e.g., geographical distribution) described below in selecting applications for award.

For this program, HRSA will use funding preferences.

Funding Preference

This program includes a funding preference for some applicants, as authorized by section 2654(c)(3) of title XXVI of the PHS Act. Applicants receiving the preference will be placed in a more competitive position among applications that can be funded. Applications that do not receive a funding preference will receive full and equitable consideration during the review process. The funding preference request is considered and reviewed as part of the objective review process. HRSA will grant only one funding preference to any qualified applicant that justifies their qualification, for either of the two

funding preferences below, by demonstrating that they meet the following criteria for either Qualification 1: Rural areas, or Qualification 2: Underserved Populations:

Qualification 1: Rural Areas

You may request this funding preference if you provide primary care services in a rural community. Rural communities are those that are NOT designated a metropolitan statistical area (MSA). An MSA, as defined by the Office of Management and Budget, must include one city with 50,000 or more inhabitants. MSAs are also urbanized areas (defined by the Bureau of the Census) with at least 50,000 or more inhabitants and a total MSA population of at least 100,000 (75,000 in New England). Rural communities may exist within the broad geographic boundaries of MSAs. For more information, see <https://www.hrsa.gov/rural-health/about-us/definition/index.html>. For a list of those areas, refer to <https://datawarehouse.hrsa.gov/tools/analyzers/geo/Rural.aspx>.

Qualification 2: Underserved Populations

You may request funding preference if you provide primary care services to an underserved population. Underserved populations include communities and affected subpopulations that are underserved with respect to HIV-related health services. These gaps in HIV related health services must be defined and documented in the application and may include inadequate and/or unavailable services.

If requesting a funding preference, include a narrative justification as *Attachment 7*. If you do not include the narrative justification in [Attachment 7](#), we will not consider you for a funding preference.

3. Assessment of Risk

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 release the Notice of Award (NOA) on or around the start date of September 1, 2022. 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](#).

If you are successful and receive a NOA, in accepting the award, you agree that the award and any activities thereunder are subject to:

- all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award,
- other federal regulations and HHS policies in effect at the time of the award or implemented during the period of award, and
- applicable statutory provisions.

Accessibility Provisions and Non-Discrimination Requirements

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex (including gender identity, sexual orientation, and pregnancy). This includes ensuring programs are accessible to persons with limited English proficiency and persons with disabilities. The HHS Office for Civil Rights (OCR) provides guidance on complying with civil rights laws enforced by HHS. See [Providers of Health Care and Social Services](#) and [HHS Nondiscrimination Notice](#).

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. For guidance on meeting your legal obligation to take reasonable steps to ensure meaningful access to your programs or activities by limited English proficient individuals, see [Fact Sheet on the Revised HHS LEP Guidance](#) and [Limited English Proficiency](#).
- For information on your specific legal obligations for serving qualified individuals with disabilities, including reasonable modifications and making services accessible to them, see [Discrimination on the Basis of Disability](#).
- HHS-funded health and education programs must be administered in an environment free of sexual harassment. See [Discrimination on the Basis of Sex](#).
- For guidance on administering your program in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws, see [Conscience Protections for Health Care Providers](#) and [Religious Freedom](#).

Please contact the [HHS Office for Civil Rights](#) for more information about obligations and prohibitions under federal civil rights laws or call 1-800-368-1019 or TDD 1-800-537-7697.

The HRSA Office of Civil Rights, Diversity, and Inclusion (OCRDI) offers technical assistance, individual consultations, trainings, and plain language materials to supplement OCR guidance and assist HRSA recipients in meeting their civil rights obligations. Visit [OCRDI's website](#) to learn more about how federal civil rights laws and accessibility requirements apply to your programs, or contact OCRDI directly at HRSACivilRights@hrsa.gov.

Requirements of Subawards

The terms and conditions in the 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 under awards, and it is the recipient's responsibility to monitor the compliance of all funded subrecipients. 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 period of performance. 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 the PMS Payment Management System 90 days after the end of the period of performance.

Please Note: Recipients currently funded under the RWHAP Part C and/or Part D program who are successfully awarded through this funding opportunity announcement will be required to provide updated progress on the impact of capacity funded activities.

Recipients will provide updates through routine monitoring and progress reports (non-competing continuation applications). HRSA will request these updates for up to one year following the completion of the funded project period.

Note that the OMB revisions to Guidance for Grants and Agreements termination provisions located at [2 CFR § 200.340 - Termination](#) apply to all federal awards effective August 13, 2020.

VII. Agency Contacts

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

Potie Pettway
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD 20857
Telephone: (301) 443-1014
HRSA-20-067 28
Email: ppettway@hrsa.gov

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

Cypriana Fowell
Chief, Northeastern Branch
Division of Community HIV/AIDS Programs
Attn: RWHAP Part C Capacity Development Program
HIV/AIDS Bureau
Health Resources and Services Administration
5600 Fishers Lane, Room 09N44
Rockville, MD 20857
Telephone: (301) 443-2602
Email: CFowell@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 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 \(EHBs\)](#). Always obtain a case number when calling for support. For assistance with submitting information in the 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 / (877) Go4-HRSA

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, January 13, 2022

Time: 2 p.m. – 4 p.m. ET

Call-In Number: 833 568 8864 US Toll-free

Meeting ID: 161 103 2272

Passcode: 24041013

Weblink: <https://hrsa.gov.zoomgov.com/j/1611032272?pwd=UE85ajJ4aDMzTU4vcU5MWURzYnUwdz09>

The webinar will be recorded and made available on the [TargetHIV Center](#) website at <https://targethiv.org/library/nofos>.

Tips for Writing a Strong Application

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