DEPARTMENT OF HEALTH AND HUMAN SERVICES

AGENCY: Office of the Assistant Secretary for Health, Office of Adolescent Health

FUNDING OPPORTUNITY TITLE: Announcement of Availability of Funds for a National Resource Center for HIV/AIDS Prevention Among Adolescents

ACTION: Notice

ANNOUNCEMENT TYPE: INITIAL COMPETITIVE COOPERATIVE AGREEMENT

FUNDING OPPORTUNITY NUMBER: AH-MAI-15-001

CFDA NUMBER: 93.057

CFDA PROGRAM: National Resource Center for HIV Prevention Among Adolescents

DATES: Applications are due April 10, 2015 **by 5 p.m. ET**. To receive consideration, applications must be received electronically via Grants.gov by the HHS Office of the Assistant Secretary for Health (HHS/OASH), Office of Grants Management (OGM) no later than this due date. Applications which do not meet the specified deadlines will be returned to the applicant unread. All applicants must submit electronically via Grants.gov unless they obtain a written exemption from this requirement 2 business days in advance of the deadline by the Director, HHS/OASH Office of Grants Management. To obtain an exemption, applicants must request one via email from the HHS/OASH Office of Grants Management, and provide details as to why they are technologically unable to submit electronically through Grants.gov portal. Requests should be submitted at least 4 business days prior to the application deadline to ensure the request can be considered prior to 2 business days in advance of the deadline. If requesting an exemption, include the following in the e-mail request: the HHS/OASH announcement number;

the organization's DUNS number; the name, address and telephone number of the organization; the name and telephone number of the Authorizing Official; the Grants.gov Tracking Number (GRANTXXXX) assigned to the submission; and a copy of the "Rejected with Errors" notification from Grants.gov. Send the request with supporting documentation to ogm.oash@hhs.gov. Note: failure to have an active System for Account Management (SAM) registration will not be grounds for receiving an exemption to the electronic submission requirement.

The HHS/OASH Office of Grants Management will only accept applications via alternate methods (hardcopy paper via US mail or other provider or PDF via email) from applicants obtaining prior written approval. The application must still be submitted by the deadline. Only applications submitted through the Grants.gov portal or alternate format (hardcopy paper via US mail or other service or PDF via email) with an approved written exemption will be accepted. *See* the heading "**APPLICATION and SUBMISSION INFORMATION**" for information on application submission mechanisms.

To ensure adequate time to successfully submit the application, HHS/OASH recommends that applicants register as early as possible in Grants.gov since the registration process can take up to one month. For information on registering for Grants.gov, refer to http://www.grants.gov or contact the Grants.gov Contact Center 24 hours a day, 7 days a week (excluding Federal holidays) at 1-800-518-4726 or support@grants.gov.

Applicants are strongly encouraged to register multiple authorized organization representatives.

Technical Assistance: A technical assistance webinar for potential applicants will be held on Wednesday, January 28, 2015 **at 2pm ET. Potential applicants should use the following toll-free call-in number: (888) 628-9519**

For Participants:

Conference number: PW1058546

Audience passcode: MAI TA CALL

Participants can join the event directly at:

https://www.mymeetings.com/nc/join.php?i=PW1058546&p=MAI%20TA%20CALL&t=c

EXECUTIVE SUMMARY: The Office of Adolescent Health announces the availability of funds for Fiscal Year (FY) 2015 for one cooperative agreement with an estimated award of $350,000 for a project to maintain, enhance, and re-launch a comprehensive online resource serving professionals who serve youth and adolescents.

This notice solicits applications from organizations and agencies for a competing grant award for a web-based National Resource Center for HIV/AIDS prevention resources and tools in addressing the needs of adolescent youth, in particular adolescents at high risk and African American and Hispanic/Latino adolescents. The Office of Adolescent Health (OAH) anticipates awarding a three-year cooperative agreement to support the maintenance, enhancement, and operation of a comprehensive National Resource Center website for HIV/AIDS prevention among adolescents. The Resource Center will promote practical strategies for community-based service providers which would include interactive multimedia and additional resources to assist youth-serving professionals toward implementation of evidence-based and evidence-informed interventions and best practices targeted to adolescents.

I. FUNDING OPPORTUNITY DESCRIPTION:

This notice announces the availability of funds from the Secretary's Minority AIDS Initiative (MAI) Fund to maintain, enhance, and re-launch a National Resource Center with the specific focus on HIV/AIDS prevention among adolescents. This announcement seeks proposals from public and nonprofit private entities. OAH seeks to competitively award up to $350,000 per year through a three-year cooperative agreement to support the maintenance, enhancement, re-launch, and evaluation of a comprehensive National Resource Center website for HIV/AIDS prevention among adolescents (resource center). A cooperative agreement is an award instrument of financial assistance where "substantial involvement" is anticipated between the HHS awarding agency and the recipient during performance of the contemplated project or activity. "Substantial involvement" means that the recipient can expect Federal programmatic collaboration or participation in managing the award. The Office Adolescent Health will be substantially involved in the following programmatic aspects of the cooperative agreement:

a. OAH will provide input into setting program priorities for the development and selection of materials to be distributed via the resource center website.
b. OAH will collaborate with the awardee providing programmatic approvals prior to the awardee moving forward with development and implementation of program strategies.
c. OAH will review and approve the process proposed by the awardee to ensure that all information distributed via the resource center website is medically accurate.
d. OAH will work with the recipient to assess and address challenges and gaps identified within the Resource Center to more effectively make continuous quality improvement to the program.

e. OAH will provide coordination with other appropriate agency-funded entities interested in submitting materials for distribution via the resource center website.

The resource center builds on the existing foundation of professional training and capacity building assistance in HIV/AIDS for those professionals who serve and work with adolescents. This competitive cooperative agreement will allow for maintenance and enhancement of a resource center website to promote practical strategies for community-based service providers, which would include interactive multimedia and other additional resources to move youth-serving professionals toward implementation of interventions targeted to adolescents, especially those in greatest need.

Background

The Minority AIDS Initiative (MAI) was created in 1998 through a partnership between the Congressional Black Caucus and the Department of Health and Human Services (HHS) to respond to the growing concern about the impact of HIV/AIDS on racial and ethnic minorities in the United States. Racial and ethnic minority communities in the United States are disproportionately impacted by this epidemic. The partnership identified the following issues as priorities: developing more effective prevention educational interventions; increasing access to HIV counseling and testing services; and ensuring that comprehensive and quality health care and drug abuse treatment services are available in these communities. The funding for MAI is designed to strengthen organizational capacity and expand HIV related services in minority communities aimed at reducing the impact of HIV/AIDS on racial and ethnic minorities.

Since FY 1999, Congress has appropriated $50 million or more each year to support the Minority AIDS Initiative (MAI). Utilizing these funds, significant steps have been taken to respond to this unfolding crisis through capacity enhancements to mount a community-based response, delivering prevention and treatment services, and providing guided and informed technical assistance and research. A sustained commitment to these goals will ensure a durable response with a flexible resource pool that can be quickly targeted to respond to newly emerging problems and to capitalize on lessons learned. Since most racial/ethnic minority communities have disproportionately high rates of HIV/AIDS infection, these targeted investments have been successful in identifying and addressing key barriers to allowing the Department's programs to effectively reach and serve minority communities. Funds received by the Office of the Secretary for the MAI are disbursed to the Public Health Service agencies in HHS on a competitive basis.

The MAI's principal goal is to enhance the effectiveness of prevention and care services provided for high-risk communities. Initiatives funded through MAI closely align with the goals and objectives of the National HIV/AIDS Strategy (NHAS) by aiming to reduce new infections; increase access to care and improve health outcomes for people living with HIV; and reduce HIV-related disparities. In an effort to complement, rather than replace, other federal HIV/AIDS funding and programs, the MAI takes a multi-pronged approach that focuses simultaneously on HIV prevention, care, treatment and research administered through various federal agencies and offices, primarily through the Department of Health and Human Services.

Adolescence represents an important opportunity for long-term impact on disparities and burden of disease related to the HIV/AIDS epidemic in the US. Increasing the reach and effectiveness of HIV prevention is essential to meeting the National HIV/AIDS Strategy (NHAS) goal of reducing the number of people who become infected with HIV. In September 2011, the

President's Advisory Committee on HIV/AIDS (PACHA) placed youth issues on the agenda at their September 2011 meeting providing an opportunity to discuss a population that does not always get addressed and further emphasizing adolescence as a critical period in reducing the incidence of HIV[1].

Adolescents require tailored prevention strategies to address the unique biological, psychological, and social influences on their sexual behavior. The trend among adolescents is concerning: according to the U.S. Centers for Disease Control and Prevention (CDC), 1 in 4 new HIV infections occur in young people from 13-24 years of age[2]. About 60 percent of all youth with HIV do not know they are infected, are not receiving treatment, and can unknowingly pass the virus to others. From 2008-2010, the number of adolescents (ages 13-19) diagnosed with HIV increased, a pattern that has been evident for several years[2]. Marked disparities continue and earlier progress in HIV/AIDS reduction among adolescents has been slowing and, in some groups, reversing[3]. Diagnoses among all adolescents will shape the prevalence of HIV/AIDS as they age. Because of their young age at diagnosis, they may be a greater burden to HIV care, treatment, and retention than persons infected at an older age (e.g., adolescents will spend more years living with HIV and needing to receive care than persons diagnosed at an older age).

A central tenet of the *National HIV/AIDS Strategy for the United States* (NHAS) is that all Americans should be educated about the threat of HIV and how to prevent it. Increasing the reach and effectiveness of HIV prevention strategies among adolescents is essential to meeting the NHAS goal of reducing the number of people who become infected with HIV[4]. This project addresses the NHAS commitment to support successful prevention efforts and reduce new HIV infections by addressing the following steps: (1) expand targeted efforts to prevent HIV infection using a combination of evidence-based approaches; (2) design and evaluate innovative

prevention strategies and combination approaches for preventing HIV in high-risk communities and populations; and (3) promote age-appropriate HIV and STD prevention education for all Americans.

While effective screening, treatment, and referral systems exist, and parent-child communication and youth development programs are available to promote sexual health in this vulnerable population, a key challenge is making the wide array of evidence-based, evidence informed and promising practices readily available to healthcare professionals, youth-serving providers, community-based programs, policy makers, and grantees. The need is to improve the integration of HIV prevention services into existing systems of care.

Objectives, Purpose, and Goals

The purpose of the resource center is to support and promote interventions and strategies to better integrate HIV prevention services focused on adolescents within racial and ethnic minorities through the promotion of evidence-based and evidence-informed programs and promising practices, and linkages to training and technical assistance opportunities, research, and consultation. The goal of this funding is to provide access to practical tools and resources for service providers, community-based organizations, and professionals who serve adolescents in communities with high HIV prevalence and are at-risk. The long-term goals the resource center seeks to achieve are to provide capacity building, resources, and tools necessary for programs to instill preventive health and healthy sexual behavior among adolescents, increase condom use among sexually active participants, increase HIV testing among adolescents, and increase linkage of HIV positive adolescents into existing systems of care.

Summary of Activities

The overall objectives of this project are to: (1) synthesize existing and emerging research, and provide information on effective programs and program models; (2) enhance and maintain an interactive, multi-media, web-based resource center for information focused on HIV/AIDS prevention among adolescents, especially adolescents within high-risk racial and ethnic minority populations, young men of color who have sex with men, and those residing in geographic areas with high HIV burden including rural and frontier areas; (3) expand the capacity of program staff and communities through technical assistance and linkages to practical resources to effectively implement and disseminate HIV/AIDS prevention programs targeting adolescents, particularly high-risk adolescents; and (4) develop and implement strategies to manage, market, and evaluate the National Resource Center.

The recipient should engage with federal-level work groups, state-level networks, and/or other agencies and groups as appropriate to assess implementation and overall effort in engaging organizations and agencies in the website tools and resources. OAH seeks applications from public or private nonprofit organizations or agencies that can demonstrate their capacity to provide overall management to a resource center, build the capacity of programs and communities by providing access to resources and practical tools necessary for programs to prevent HIV/AIDS infection, promote increased HIV testing among adolescents, and increase linkage of HIV positive adolescents to existing systems of care. Activities should include:

- Maintain, enhance, and re-launch, an interactive, multimedia, web-based resource center for information focused on HIV/AIDS prevention among adolescents;

- Develop and implement a plan to identify and highlight the resource needs of professionals, providers and community-based programs serving young men who have sex with men, especially young men of color;
- Identify target user groups and their needs, classify varying priorities of healthcare providers, social service agencies, community-based organizations, and government agencies;
- Develop and maintain a repository of evidence-informed and evidence-based trainings and resources for program implementation of intervention models, including resources on social media, social marketing, and emerging technology;
- Maintain an evidence library with links and descriptions;
- Maintain a directory with links to reviewed sites providing programming and/or conducting research and evaluation in HIV prevention;
- Maintain a calendar of technical assistance (TA) and training opportunities related to adolescents, including periodic webinars;
- Maintain links to organizations currently implementing evidence-based interventions;
- Develop and maintain a mechanism on the website to interact with other providers through online discussions and social media;
- Implement an evaluation plan, develop mechanisms to regularly assess TA and identify the needs of organizations and providers; and
- Identify and conduct strategic promotion of its services, outreach, and marketing to existing networks in HIV/AIDS, adolescent health and prevention arenas, and to a broad array of providers and practitioners that serve adolescents.

The Office of Adolescent Health will monitor the progress of the awardee through the submission of semi-annual progress reports and continuation applications. An end of year semi-annual progress and financial status report must be submitted to OGM.

Objective Specific Expectations:

This funding is intended to provide access to practical tools and resources for professionals, service providers, and community-based organizations that serve adolescents in communities with high HIV prevalence and are at high-risk. In alignment with the project goal, the successful applicant should incorporate activities and describe how it will achieve the following objectives:

Objective 1. **To synthesize existing and emerging research, and provide information on effective programs and program models.** The grantee is expected to identify current and emerging research on programs and program models to inform website visitors of effective strategies for HIV/AIDS prevention among adolescents, especially adolescents within high-risk racial and ethnic minority populations, young men of color who have sex with men, and those residing in geographic areas with high HIV burden. The applicant should describe how it plans to synthesize existing and emerging research on evidence-based, evidence-informed, and promising programs and practices for adolescent HIV prevention. The applicant should describe how it plans to: (1) describe strategies to be used to identify current information about adolescent HIV/AIDS prevention programs and research; (2) identify practical resources and tools for implementation and adaptation of intervention models; and (3) establish a strategy to effectively communicate evidence-informed, evidence-based, and promising practices programs and research on adolescent HIV/AIDS prevention to community-based youth-serving and

HIV/AIDS organizations. The applicant should describe how it plans to circulate information on the evidence-based and evidence-informed approaches for the prevention of HIV/AIDS among adolescents, specifically among high-risk groups, and how these efforts will be incorporated in the resource center.

Objective 2. **To maintain, enhance, and re-launch an interactive, multi-media, web-based resource center that houses information focused on HIV/AIDS prevention among adolescents, especially adolescents within high-risk racial and ethnic minority populations, young men of color who have sex with men, and those residing in geographic areas with high HIV burden, including rural and frontier areas.** The grantee is expected to identify, synthesize and host tools, resources, and trainings that will assist those accessing the site with information focused on HIV/AIDS prevention among adolescents with a special emphasis on adolescents at high-risk, young men who have sex with men, and those residing in geographical areas with high HIV, including rural and frontier areas. The applicant should describe how it will partner with AIDS.gov to increase the reach of the resource center. In addition, the applicant should provide details about how it will provide strategies that support social marketing, new media, and education campaigns targeting adolescents within high-risk racial and ethnic minority populations, young men of color who have sex with men, and those residing in geographic areas with high HIV burden.

Objective 3. **To expand the capacity of program staff and communities through technical assistance and linkages to practical resources to effectively implement and disseminate HIV/AIDS prevention programs targeting adolescents, particularly high-risk adolescents.** The grantee is expected to expand the capacity of program staff, community leaders, and partners by providing technical assistance opportunities and supportive resources to assist in effectively

disseminating and implementing HIV/AIDS prevention programs that target adolescents, especially those at high-risk. The applicant should describe the activities it will include for fostering awareness of program innovation and linkages to evidence-based research and evidence-informed training to professionals who serve and work with youth and adolescents. The Resource Center website should be a reliable and informative site offering a comprehensive list of existing resources and practical information. The applicant should describe how it will develop practical tools and resources that promote the linkage and retention of adolescents into HIV care, in addition to promoting innovative ideas, interventions, and implementation of new media that engage adolescents in HIV/AIDS prevention or link them to care or resources for sexual health.

Objective 4. **To develop and implement strategies to manage, market, and evaluate the National Resource Center website.** The expectation is that a successful applicant will demonstrate the capacity to develop strategies to provide oversight to the management of the resource center, describe varying marketing strategies to market and promote the resource center, and develop an evaluation plan to assess the maintenance, enhancement and re-launch of the resource center. The applicant should describe how it will ensure the effective administrative and fiscal management of the resource center, how it will conduct regularly scheduled conference calls with OAH and key partners, as necessary, and how it will assess work plan activities and identify challenges and areas for improvement. The applicant should describe how it plans to develop and implement a dissemination plan to increase the reach, marketing, and awareness of the resource center to promote the resources and technical assistance opportunities provided by the resource center. The applicant should also describe how it will collaborate with OAH to support and coordinate marketing activities with AIDS.gov, Health Resource and

Services Administration's (HRSA) HIV/AIDS Bureau, the Office of Minority Health (OMH), CDC Division of HIV/AIDS Prevention on behalf of the AIDS Education Center (AETCs), and CDC's Division of STD Prevention and Division of Adolescent and School Health (DASH). The applicant should describe how it will carry out evaluation activities described in Section C: Assessment and Monitoring Plan.

Racial and Ethnic Minority Populations

While the resource center will provide information and resources on HIV prevention among all adolescents as a vulnerable population, special focus should be placed on adolescent groups at high-risk for HIV infection. These include African American and Hispanic/Latino adolescents engaging in male to male sexual contact, adolescents who are runaways, homeless, youth in detention centers or foster care, or not in school, as well as adolescents residing in communities with high rates of HIV and STDs. The applicant should describe how it will develop a plan to identify and highlight the resource needs of young men who have sex with men (MSM), especially young MSM of color. The resource center will provide a central location via a website, universally available, for health care providers, social service providers, community-based youth-serving organizations, and minority youth-serving groups working with adolescents at-risk for HIV/AIDS.

Cross-agency Collaboration

The grantee is expected to engage in cross-agency collaborative efforts with key organizations or agencies, federal agencies, as well as non-profits that serve the target audience. The applicant

should describe how these cross-agency collaborations will assist it in achieving its goals and objectives. The successful applicant should collaborate with existing partnerships to ensure that services by the resource center are not duplicative as well as initiate new strategic partnerships with other stakeholders (e.g., HRSA's HIV/AIDS Bureau, AIDS.gov and the Office of Minority Health).

Assessment & Monitoring Plan

Assessment and monitoring of the National Resource Center should focus on the progress of measurable outcomes in the maintenance, enhancement, and re-launch of an informative, diverse, and comprehensive online resource center. The applicant should describe potential performance measures and the assessment tools it will incorporate into its work plan to evaluate the performance measures. Examples of performance measures may include, but are not limited to:

1) The number of website visitors
2) The number of website page views
3) The number of updates posted
4) The number of resource center links on other external websites
5) The number of uses of resource center interactive media
6) User satisfaction of the website – usability, user-friendly, etc.
7) The number of technical assistance calls received for information
8) The number of technical assistance actions/activities conducted
9) Number of follow-up actions conducted

The applicant should provide a description of how it plans to assess user needs to improve the quality and content of the comprehensive national resource center website, or to provide additional technical assistance (TA), including any qualitative assessment of TA as follow-up of each TA request/response.

Annual Outcome Milestones

Proposed milestones for this three-year project should focus on the maintenance, enhancement, and implementation of the website. Examples of outcomes include: annual increase in TA requests, annual increases in website traffic, the number of participants accessing training opportunities, improvement in the website's direct connection to the users' needs, increase in the number of partners/agencies that link to the online resource center, and decreases in website challenges, including broken links and compliance issues. The applicant should describe how it will measure the outcome milestones identified as well as describe any addition milestone it sees as appropriate.

Capacity Building Technical Assistance and Training

The resource center is expected to improve the capacity of program staff and communities through linkages to technical assistance and training opportunities to effectively implement and promote HIV/AIDS prevention programs targeting adolescents, especially adolescents at high-risk and specific populations. The applicant should describe the development of practical tools and resources for professionals, service providers, and community-based organizations to use in promoting HIV/AIDS prevention and referring adolescents into HIV care.

AUTHORITY:

Division H, Title II of the Consolidated Appropriations Act, 2014 (Public Law No. 113-76), and the Continuing Resolution thus far for FY 2015 (Public Law No. 113-164), and Section 1708 of the Public Health Service Act (42 U.S.C. 300u-7), with an estimated award of $350,000.

II. AWARD INFORMATION

The Office of Adolescent Health intends to make available approximately $350,000 for a competing cooperative agreement. The final funding amount will not be determined until enactment of the FY 2015 federal budget.

Grants will be funded in annual increments (budget periods) and are generally approved for a project period of up to 3 years, although shorter project periods may be approved. Funding for all approved budget periods beyond the first year of the grant is generally level with the initial award amount and is contingent upon the availability of funds, satisfactory progress of the project, and adequate stewardship of Federal funds.

Award Information

Estimated Funds Available for Competition: up to $350,000

Anticipated Number of Awards: 1

Range of Awards: up to $350,000 per budget period

Anticipated Start Date: 07/01/2014

Period of Performance: Not to exceed 3 years

Budget Period Length: 12 months

Type of Award: Cooperative Agreement

Type of Application Accepted: Electronic via Grants.gov **ONLY unless an exemption is granted.**

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

Any public or private nonprofit entity located in a State (which includes one of the 50 United States, District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall Islands) is eligible to apply for a grant under this announcement. Faith-based organizations and American Indian/Alaska Native/Native American (AI/AN/NA) organizations are eligible to apply for this National Resource Center for HIV/AIDS Prevention among Adolescents cooperative agreement.

2. Cost Sharing or Matching

There is no cost sharing or matching requirement for this funding opportunity announcement.

Application Responsiveness Criteria

Applications will be reviewed to determine whether they meet the following responsiveness criteria. Those that do not will be administratively eliminated from the completion and will not be reviewed.

The applicant appears to have demonstrated:

1) Dissemination Plan as described on pages 12-14 under Category 4; and

2) An Assessment and Monitoring Plan as described on pages 15-16.

Application Screening Criteria

All applications appropriately submitted will be screened to assure a level playing field for all applicants. If duplicate applications from the same organization for the same project are successfully submitted, only the last application received by the deadline will be reviewed. Applications that fail to meet the screening criteria described below will **not** be reviewed and will receive **no** further consideration.

1. Applications must be submitted electronically via www.grants.gov (unless an exemption was granted 2 business days prior to the deadline) by April 10, 2015 by 5 p.m. ET.
2. The Project Narrative section of the application must be double-spaced, on the equivalent of 8 ½ " x 11" inch page size, with 1" margins on all sides (top, bottom, left and right) and font size not less than 12 points.
3. The Project Narrative must not exceed 50 pages. NOTE: The following items do not count toward the page limit: all required forms, including SF-424, SF-424A, SF-424B, SF-LLL, Project Abstract Summary and Budget narrative.
4. The total application including Appendices must not exceed 80 pages. NOTE: above do not count toward total page limit.
5. Proposed budget does not exceed maximum indicated in Range of Awards.
6. The application has met the **Application Responsiveness Criteria** outlined above.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Information to Request Application Package

Application packages may be obtained electronically by accessing Grants.gov at http://www.grants.gov/. If you have problems accessing the application or difficulty downloading, contact:

Grant Operations Center, Office of Grants Management Operations Center, telephone 1-888-203-6161, or email ASH@LCGnet.com.

Application Format

Applications must be prepared using forms and information provided in the online grant application package.

The Project Narrative, and total application including appendices, must adhere to the page limit indicated in Application Screening Criteria. Project Narrative pages must be double-spaced.

The applicant should use an easily readable typeface, such as Times New Roman or Arial, 12-point font. Tables may be single spaced and use alternate fonts but must be easily readable. The page limit does not include budget, budget narrative/ justification, required forms, assurances, and certifications as described in Application Screening Criteria. All pages, charts, figures, and tables, whether in the narrative or appendices, should be numbered. Applications that exceed the specified page limits when printed on 8.5" X 11" paper by HHS/OASH/OGM will not be considered. We recommend applicants print out their applications before submitting electronically to ensure that they are within the page limit and are easily readable.

Appendices

Appendices should include any specific documents outlined in the Application Content section of this FOA. If not specified, appendices may include curriculum vitae, organizational structure, examples of organizational capabilities, or other supplemental information which supports the application. Brochures and bound materials should not be submitted. Appendices are for supportive information only and should be clearly labeled. All information that is critical to the proposed project should be included in the body of the application. Appendices created specifically for the application should use the same formatting required for the Project Narrative, including double-line spacing. However, appendix documents that were not created directly in response to this funding announcement, especially those imported from other sources and documents, may use other formatting but must be easily readable (e.g., organizational structure).

Project Abstract

Applicants must complete the Project Abstract Summary form provided in the application package. The abstract will be used to provide reviewers with an overview of the application, and will form the basis for the application summary in grants management and program summary documents. Abstracts may be published by HHS/OASH and should not include sensitive or proprietary information.

Budget Narrative

The Budget Narrative text should use the formatting required of the Project Narrative for the explanatory text. Budget tables may be single-spaced but should be laid out in an easily-readable format and within the printable margins of the page.

Electronic Submission

The HHS Office of the Assistant Secretary for Health (HHS/OASH) requires all applications be submitted electronically via the Grants.gov portal unless an exemption has been granted. Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, *will not* be accepted for review.

You may access the Grants.gov website portal at http://www.grants.gov. All HHS/OASH funding opportunities and grant application packages are made available on Grants.gov.

Applications will not be considered valid until all application components are received via Grants.gov by the HHS/OASH Office of Grants Management according to the deadlines specified in the DATES section on page 1 of this announcement. Application submissions that do not adhere to the due date and time requirements will be deemed ineligible.

Applicants are encouraged to initiate electronic applications early in the application development process. This will aid in addressing any problems with submissions prior to the application deadline. Any files uploaded or attached to the Grants.gov application must be of the following file formats – Microsoft Word, Excel or PowerPoint, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only). Even though Grants.gov allows applicants to attach any file format as part of their application, HHS/OASH restricts this practice and only accepts the file formats identified above. Any file submitted as part of the Grants.gov application that is not in a file format identified above will not be accepted for processing and will be excluded from the application during the review process. The application must be submitted in a file format that can easily be copied and read by reviewers. We do not recommend that you submit scanned copies through Grants.gov unless you confirm the clarity of the documents. Pages cannot be

reduced resulting in multiple pages on a single sheet to avoid exceeding the page limitation. All documents that do not conform to the above will be excluded from the application during the review process.

A. **Important Grants.gov Information**

You may access the electronic application for this program on http://www.grants.gov. You must search the downloadable application page by the Funding Opportunity Number or CFDA number.

To ensure successful submission of applications, applicants should carefully follow the step-by-step instructions provided at http://www.grants.gov/web/grants/applicants/apply-for-grants.html . These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information.

Applicants should contact Grants.gov with any questions or concerns regarding the electronic application process conducted through Grants.gov.

- You are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The DUNS number is *free and easy* to obtain.
- Instructions are available on the Grants.Gov web site as part of the organization registration process at http://www.grants.gov/web/grants/applicants/organization-registration.html.

- All applicants must register in the System for Account Management (SAM)). You should allow a *minimum* of five days to complete the SAM registration. Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations. You can register with the SAM online and it will take about 30 minutes (https://www.sam.gov.)
- You must renew your SAM registration each year. Organizations registered to apply for Federal grants through http://www.grants.gov will need to *renew* their registration in SAM.
- It may take 24 hours or more for SAM updates to take effect in Grants.gov, so potential applicants should ***check for active registration well before the application deadline.***
- Applicants must maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an HHS agency.

An award cannot be made until the applicant has complied with these requirements. In accordance with 2 CFR 25.205, at the time an award is ready to be made, if the intended recipient has not complied with these requirements, HHS/OASH:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Should you successfully compete and receive an award, all first-tier sub-award recipients must have a DUNS number at the time the recipient makes a sub-award.

B. Application Content

Successful applications will contain the following information:

Project Narrative

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether or not your project meets the minimum requirements for a grant under this announcement. The Project Narrative should provide a clear and concise description of your project. HHS/OASH recommends that your project narrative include the following components:

Problem Statement

The applicant should describe, using quantitative and qualitative data, the nature and the scope of the specific issues in preventing HIV/AIDS among adolescents, particularly those at high-risk, including racial and ethnic minorities. The applicant should describe the needs of health professionals, service providers, and community-based organizations in addressing these issues and how the program will benefit the target population. The application should also describe the process and/or research used in determining the needs of health professionals, service providers, and community-based organizations in preventing HIV/AIDS among adolescents. Include brief descriptions of existing resources that address the issues and what gaps exists. Demonstrate that the applicant has assessed how best to use the available grant funds and where funds will be of most assistance.

Goals and Objectives

The applicant should describe the project's goal(s) and major objectives. Describe objectives and corresponding activities that clearly depict how the applicant will achieve its intended outcomes. Goal statements should be directly supported by related outcome objectives that are Specific, Measureable, Achievable, Realistic, and Time-framed (SMART). These should be designed to identify and monitor progress in the development and implementation of the project, as well as to measure program outcomes. Describe how this project will provide capacity-building, resources, and tools necessary for programs to instill preventive health and healthy sexual behavior among adolescents, improve HIV testing and condom use, and link HIV positive adolescents into existing systems of care.

Proposed Project

The applicant should provide a clear and concise description of the project (resource center) to address the needs identified in the program announcement and the problem described in the "Problem Statement". Applicants are expected to explain the rationale for using the resource center and to present a clear connection between identified system gaps and needs and the proposed activities. Proposals should detail the nature of the activities to be undertaken, how they address system gaps and identified issues, and how they will assist in achieving the overall project goals and objectives. Clarification as to why these specific activities were selected is appropriate (i.e., has this approach been successful in other settings? Does the research suggest this direction?). Also note any anticipated barriers and describe how the applicant will address those barriers. At a minimum, applicants should:

1. Indicate a plan for addressing the problems or issues nationally. Provide detailed descriptions of specific products or outcomes proposed for development or modification.
2. Demonstrate how technology will be incorporated to advertise and advance programs and services, provide training and/or technical assistance, and disseminate information and products.
3. Describe the role and make-up of potential sub recipients that are intended to be involved in completing specific tasks, and identify the percentage of level of effort contractors are anticipated to provide in completing programmatic activities.
4. Provide specifics about the intervention strategies, expected outcomes, and barriers for all anticipated years of the grant.

Special Target Populations and Organizations

Describe the plan to reach the target population in a meaningful way in the implementation of the proposed project. The target audience for the resource center is health care providers, minority youth-serving organizations, social service organizations, foster care providers, juvenile justice systems, other youth-serving community-based service providers, and community-based organizations. Describe how the proposed project will provide information and resources on HIV prevention among all adolescents as a vulnerable population, with special focus on adolescent groups at high risk for HIV infection. Describe how the proposed project will identify and highlight the resource needs of young men who have sex with men (MSM), especially young MSM of color. These include African American and Hispanic/Latino adolescents engaging in male to male sexual contact, adolescents who are runaways, homeless,

in youth detention or foster care, or not in school, as well as adolescents reside in communities with high rates of HIV and STDs. Additionally, this section should outline who the applicant considers vested stakeholders in the successful operation, how they were identified, and how they will be meaningfully incorporated into the project.

Outcomes

Describe the measurable outcome(s) – short and long term – that will result from the project. In addition to discussion in the narrative, applicants must describe how they envision the project will benefit the field at large. List all measurable outcomes that are discussed in the attached work plan (Attachment B).

The focus of this section should be on describing ***what*** outcome(s) will be produced by the project. The application will be scored on the clarity and nature of the proposed outcomes, not on the number of outcomes cited.

Project Management

This section should include a clear delineation of the roles and responsibilities of project staff and sub recipients and how they will contribute to achieving the project's objectives and outcomes. The applicant should specify who would have day-to-day responsibility for key tasks such as: project leadership; monitoring the project's on-going progress, preparation of reports; and communications with other partners and OAH. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives. OAH expects that, throughout the grant period, the Project Director will have involvement in, and substantial knowledge about, all aspects of the project.

Assessment and Monitoring Plan

This section should describe the methods that will be used to assess and monitor whether or not the proposed intervention achieves its measurable outcome(s) and assess and evaluate the impact of activities that will be undertaken. The Assessment and Monitoring plan should identify the measures that will be used to assess and monitor performance and describe *how* the outcomes will be measured. The applicant should describe the quantitative and qualitative tools and techniques that will be employed to measure the outcome(s) and how "lessons learned" will be identified and documented. The applicant should also provide a description of how it plans to assess user needs to improve the quality and content of the comprehensive national resource center website, or to provide additional technical assistance (TA), including any qualitative assessment of TA as follow-up of each TA request/response.

Dissemination Plan

This section should describe the method that will be used to disseminate and market the project's resources and tools and in easily understandable formats to the target audience, the general public, and other parties who might be interested in using the website resources and tools. All appropriate resources and tools will be posted on the OAH sponsored website as determined by the OAH project officer, and must comply with Section 508 of the Rehabilitation Act. Section 508 of the Rehabilitation Act requires that all website content be equally accessible to people with disabilities. This applies to web applications, web pages, and all attached files. For more information regarding Section 508 of the Rehabilitation Act, you can access that information on the US Department of Health and Human Services website at http://www.hhs.gov/web/508/. Applicants should propose other innovative approaches to

informing parties who might be interested in using the website resources and tools to inform practice, service delivery, program development, and/or policy-making. OAH expects that nationwide dissemination of resources and tools will occur.

Organizational Capability Statement

Each application must include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work, and the capabilities it possesses. This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience in the design, development, implementation, successful completion and/or evaluation of website activities, and experience with HIV/AIDS prevention. Other current or previous relevant experience in technical assistance and capacity building, and a history of engaging partnerships and networks with other organizations with a similar mission and focus should be described. If appropriate, include an organization chart showing the relationship of the project to the current organization.

Also include information about any contractual and/or supportive staff/organization(s) that will have a secondary role(s) in implementing the project and achieving project goals.

Budget Narrative

You are required to submit a combined multi-year Budget Narrative, as well as a detailed Budget Narrative for each year of the potential grant. Unless specified, you should develop your multi-year budgets based on level funding for each budget period. A level-funded budget is equal

to the exact dollar figure of the year one budget. ***Please Note:*** Because the proposal must demonstrate a clear and strong relationship between the stated objectives, project activities, and the budget, the budget justification should describe the ***cost estimated per proposed project, activity, or product***. This budget justification should define the amount of work that is planned and expected to be performed and what it will cost. The Budget Narrative does not count toward your total application page limit.

Appendices

All items described in this section will count toward the total page limit of your application.

Work Plan. The Project Work Plan should reflect, and be consistent with, the Project Narrative and Budget, and must cover all three (3) years of the project period. However, each year's activities should be fully attainable in one budget year. Multi-year activities may be proposed, as well as activities that build upon each other, but each phase of the project must be discreet and attainable within a single budget year. The Work Plan should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks, action steps, or products that will be pursued or developed to achieve the goal and outcome(s). For each major task of each year, action step, or product, the work plan should identify the timeframes involved (including start- and end-dates), and the lead person responsible for completing the task.

Letters of Commitment from Sub-recipient Organizations and Agencies

Letters of Commitment are required for all organizations and entities that have been specifically named as a sub-recipient to carry out any aspect of the project. The signed letters of commitment ***must detail*** the specific role and resources that will be provided, or

activities that will be undertaken, in support of the applicant. The organization's expertise, experience, and access to the targeted population(s) should also be described in the letter of commitment.

Letters of commitment are not the same as letters of support. Letters of support are letters that are general in nature that speak to the writer's belief in the capability of an applicant to accomplish a goal/task. Letters of support also may indicate an intent or interest to work together in the future, but they lack specificity. Applicants should NOT provide letters of "support," and letters of support such as this will not be considered during the review.

3. Submission Dates and Times

The deadline for the submission of applications under this Program Announcement is **5:00 p.m. Eastern Time on the date indicated in the DATES section on page 1 of this announcement.** Applications must be submitted by that date and time.

Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or with http://www.grants.gov . Grants.gov can take up to 48 hours to notify you of a successful submission.

Unsuccessful submissions will require authenticated verification from http://www.grants.gov indicating system problems existed at the time of your submission. For

example, you will be required to provide an http://www.grants.gov submission error notification and/or tracking number in order to substantiate missing the cut off date.

4. Intergovernmental Review

This program is not subject to the Intergovernmental Review requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs," as implemented by 45 CFR Part 100.

5. Funding Restrictions

The allowability, allocability, reasonableness and necessity of direct and indirect costs may be charged to HHS/OASH grants in accordance with Department regulations and policy effective at the time of the award. Current requirements are outlined in the following documents: 2 CFR § 220 (OMB Circular A- 21, for Institutions of Higher Education); 2 CFR § 225 (OMB Circular A–87, for State, Local, and Indian Tribal Governments); 2 CFR § 230 (OMB Circular A–122, for Nonprofit Organizations); and 45 CFR part 74, Appendix E (Hospitals). Copies of the Office of Management and Budget (OMB) Circulars are available on the Internet at http://www.whitehouse.gov/omb/circulars/.

In order to claim indirect costs as part of a budget request, an applicant must have an indirect cost rate which has been negotiated with the Federal Government or a documented plan, in accordance with the applicable policy and regulation. The Health and Human Services Division of Cost Allocation (DCA) Regional Office that is applicable to your State can provide information on how to receive such a rate. A list of DCA Regional Offices is included in the grant application package for this announcement.

Pre-Award Costs:

Pre-award costs are not allowed.

Salary Limitation:

The Consolidated Appropriations Act, 2014 (P.L. 113-76), and the subsequent Continuing Resolution for FY 2015 (P.L. 113-164), limit the salary amount that may be awarded and charged to HHS/OASH grants and cooperative agreements. Award funds should not be budgeted to pay the salary of an individual at a rate in excess of Executive Level II. Currently, the Executive Level II salary of the Federal Executive Pay scale is $181,500. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under an HHS/OASH grant or cooperative agreement.

As an example of the application of this limitation: If an individual's base salary is $350,000 per year plus fringe benefits of 25% ($87,500) and that individual is devoting 50% of their time to this award, their base salary should be adjusted to $181,500, their direct salary would be $90,750 (50% FTE), fringe benefits of 25% would be $22,687.50, and a total of $113,437.50 may be included in the project budget and charged to the award in salary/fringe benefits for that individual. See the breakdown below:

Individual's *actual* base full time salary: $350,000 50% of time will be devoted to project	
Direct salary	$175,000
Fringe (25% of salary)	$43,750
Total	$218,750
Amount that may be claimed on the application budget due to the legislative salary limitation: Individual's base full time salary *adjusted* to Executive Level II: $181,500 50% of time will be devoted to the project	

Direct salary	**$90,750**
Fringe (25% of salary)	**$22,687.50**
Total amount	**$113,437.50**

Appropriate salary limits will apply as required by law.

V. APPLICATION REVIEW INFORMATION

1. Criteria: Eligible applications will be assessed according to the following criteria:

Problem Statement (10 points)

- The applicant describes the proposed project and how it will provide access to practical tools and resources for HIV/AIDS prevention targeting high-risk and vulnerable adolescents to youth-serving professionals, service providers, and community-based organizations (using quantitative and qualitative data).
- The applicant details how the project will potentially affect the targeted population, specific subgroups within those populations, and other interested stakeholders as identified.
- The applicant describes any issues and challenges, such as barriers to implementation, monitoring, and coordination to achieving overall program goals and objectives in developing a comprehensive online resource center for HIV/AIDS prevention among adolescents.
- The applicant describes how this project will support and promote interventions and strategies to better integrate HIV prevention among adolescents, particularly those at high-risk, including racial and ethnic minorities.

Goals/Objectives and Work Plan (15 points)

- The applicant describes the project's goal(s) and major objectives, the inputs and activities of the project and the intended outputs and outcomes (short- and long-term). Goal statements are Specific, Measureable, Achievable, Realistic, and Time-framed (SMART).
- The applicant describes how this project will provide capacity-building technical assistance, resources, and tools necessary for programs to implement HIV prevention programs among adolescents.
- The Project Work Plan reflects and is consistent with the Project Narrative and Budget. The applicant describes the project's overall goal, anticipated outcomes, key objectives, and the major tasks, action steps, or products that will be pursued or developed to achieve the goal and outcome(s). For each major task of each year, action step, or product, the applicant identifies the timeframes involved (including start and end-dates), and the lead person responsible for completing the task.

Proposed Project (20 points)

- The applicant describes the proposed project to address the need identified in the program announcement and the problem described in the "Problem Statement" above. Applicants are expected to explain the rationale for using a particular intervention and to present a clear connection between identified system gaps and needs and the proposed activities.
- The applicant details the nature of the activities to be undertaken, how they address system gaps and identified issues, and how they will assist in achieving the overall project goals and objectives.

- The applicant addresses why these specific activities were selected as appropriate (i.e., has this approach been successful in other settings? Does the research suggest this direction?) The applicant notes any major anticipated barriers to how the project will be able to overcome those barriers.
- The applicant provides a plan for addressing the problems or issues nationally and describes the specific products (including practical tools and resources) or outcomes proposed for development or modification.
- The applicant demonstrates how technology will be incorporated to advertise and advance programs and services, provide training and/or technical assistance, and disseminate information and products.
- The applicant describes the role and make-up of potential sub-recipients who are intended to be involved in completing specific tasks and identifies the percentage of level of effort sub-recipients are anticipated to provide in completing programmatic activities.
- The applicant specifies the intervention strategies, expected outcomes, and barriers for all anticipated years of the grant.

Special Populations and Organizations (10 points)

- The applicant describes plans to reach the target audience in a meaningful way in the implementation of the proposed project. The target audience for the resource center is health care providers, minority youth-serving organizations, social service organizations, foster care providers, juvenile justice systems, other youth-serving community-based service providers, and community-based organizations.

- The applicant describes how the proposed project will provide information and resources on HIV prevention among all adolescents as a vulnerable population, with special focus on adolescent groups at high risk for HIV infection – African-American and Hispanic/Latino adolescents engaging in male to male sexual contact, adolescents who are runaways, homeless, in youth detention or foster care, or not in school, as well as adolescents residing in in communities with high rates of HIV and STDs.
- The applicant describes how the proposed project will identify and highlight the resource needs of young men who have sex with men (MSM), especially young MSM of color.
- The applicant outlines how stakeholders were/will be identified, and how they will be meaningfully incorporated into the project.

Organizational Capability and Project Management (20 points)

- The applicant describes how it (or the particular division of a larger agency which will have responsibility for this project) is organized and demonstrates the nature and scope of its work. This description details the capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience in the design, development, implementation, successful completion and/or evaluation of website activities, and experience with HIV/AIDS prevention. Other current or previous relevant experience in technical assistance and capacity building, and a history of engaging partnerships and networks with other organizations with a similar mission and focus should be described.

- The applicant describes the activities of all sub-recipients and/or supportive staff/organization(s) that will have a secondary role(s) in implementing the project and achieving project goals.
- The applicant clearly delineates the roles and responsibilities of project staff and how they will contribute to achieving the project's objectives and outcomes.
- The applicant describes the approach that will be used to monitor and track progress on the project's tasks and objectives.

Assessment and Monitoring Plan and Dissemination Plan (20 points)

- The applicant clearly describes the methods that will be used to evaluate whether or not the proposed intervention achieves measurable outcomes. The application describes how the applicant will assess and evaluate the impact of activities.
- The applicant describes the quantitative and qualitative tools and techniques that will be employed to measure the outcomes and describes a process for how lessons learned will be documented
- The applicant describes the method that will be used to disseminate the website resources and tools in easily understandable formats to increase the reach, marketing, and awareness of the resource center to the target audience, the general public, and other parties who might be interested in using the results of the project.

Budget Narrative/Justification (5 points)

- The applicant provides a combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required.
- The applicant demonstrates a clear and strong relationship between the stated objectives, project activities, budget and budget justification, and describes the cost estimated per proposed project, activity or product.
- This budget justification defines the amount of work that is planned and expected to be performed and what it will cost.

Cost sharing or matching funds are not required for this project. Although no statutory matching requirement for this funding opportunity announcement exists, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged. The applicant should describe any cost sharing or matching funds available and show how it will be used to support the project.

2. Review and Selection Process

Each HHS/OASH Program's office is responsible for facilitating the process of evaluating applications and setting funding levels according to the criteria set forth above. An independent review panel will evaluate applications that pass the screening and meet the responsiveness criteria if applicable. These reviewers are experts in their fields, and are drawn from academic institutions, non-profit organizations, state and local government, and Federal government agencies. Based on the Application Review Criteria as outlined under Section V.1, the reviewers will comment on and score the applications, focusing their comments and scoring

decisions on the identified criteria. In addition to the independent review panel, Federal staff will review each application for programmatic, budgetary, and grants management compliance. Final award decisions will be made by the Director, Office of Adolescent Health.

Review of Risk Posed by Applicant

The HHS/OASH will evaluate each application in the fundable range for risks posed by an applicant before issuing an award in accordance with 45 CFR Part 75.205. This evaluation may incorporate results of the evaluation of the applicant's eligibility or the quality of its application. If we determine that a Federal award will be made, special conditions that correspond to the degree of risk assessed by the applicant will be applied to the Federal award. OASH will use a risk-based approach and may consider any items such as the following:

(1) Applicant's financial stability;

(2) Quality of management systems and ability to meet the management standards prescribed in this part;

(3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

(4) Reports and findings from audits performed; and

(5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

3. Anticipated Announcement and Award Dates

HHS/OASH seeks to award funds as much in advance of the estimated project start date shown in Section II "Award Information," as practicable, with a goal of 10-15 days.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

The HHS Office of the Assistant Secretary for Health does not release information about individual applications during the review process. If you would like to track your application, please see instructions at http://www.grants.gov/web/grants/applicants/track-my-application.html. The official document notifying an applicant that a project application has been approved for funding is the Notice of Award (NOA), approved by a Grants Management Officer of the HHS/OASH Office of Grants Management. Successful applicants will receive this document via system notification from our grants management system (Grant Solutions) and/or via e-mail. This document notifies the successful recipient of the amount of money awarded, the purposes of the grant, the anticipated length of the project period, terms and conditions of the grant award, and the amount of funding to be contributed by the grantee to project costs, if applicable. Grantees should pay specific attention to the terms and conditions of the award as indicated on the NOA, as some may require a time-limited response. The NOA will also identify the Grants Management Specialist and Program Project Officer assigned to the grant.

Unsuccessful applicants will be notified by the program office by email and/or letter and will receive summary comments pertaining to the application resulting from the review process. On occasion, some applicants may receive a letter indicating that an application was approved

but unfunded. These applications are kept active for one year and may be considered for award without re-competing should funds become available during the hold period.

2. Administrative and National Policy Requirements

In accepting the grant award, the grantee stipulates that the award and any activities thereunder are subject to all provisions of 45 CFR parts 74 and 92, currently in effect or implemented during the period of the grant or other Department regulations and policies effective at the time of the award.

In addition, recipients must comply with all terms and conditions outlined in their grant awards, the Department of Health and Human Services (HHS) Grants Policy Statement, requirements imposed by program statutes and regulations and HHS grant administration regulations, as applicable, as well as any requirements or limitations in any applicable appropriations acts.

Grant funds may only be used to support activities outlined in the approved project plan. The successful applicant will be responsible for the overall management of activities within the scope of the approved project plan.

Smoke- and Tobacco-free Workplace

The HHS/OASH strongly encourages all grant recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. This is consistent with the HHS/OASH mission to protect and advance the physical and mental health of the American people.

Acknowledgement of Funding

Federal grant support must be acknowledged in any publication developed using funds awarded under this program. All publications developed or purchased with funds awarded under this program must be consistent with the requirements of the program. Pursuant to 45 CFR § 74.36(a), HHS may reproduce, publish, or otherwise use materials developed under this grant for Federal purposes, and may authorize others to do so.

Trafficking in Persons

Awards issued under this funding opportunity announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.hhs.gov/opa/grants/trafficking_in_persons_award_condition.html. If you are unable to access this link, please contact the Grants Management Specialist identified in this funding opportunity announcement to obtain a copy of the term.

Efficient Spending

This award may also be subject to the HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications available at http://dhhs.gov/asfr/ogapa/acquisition/effspendpol_memo.html.

Pilot Whistleblower Protection

A standard term and condition of award will be in the final notice of award; all applicants will be subject to a term and condition that applies the terms of 48 CFR section 3.908 to the award, and requires that grantees inform their employees in writing of employee whistleblower

rights and protections under 41 U.S.C. 4712 in the predominant native language of the workforce.

Same-sex Spouses, Marriages, and Households

A standard term and condition of award will be included in the final Notice of Award (NOA) that states: "In any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite-sex spouses, marriages, and households, respectively. By "same-sex spouses," HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "same-sex marriages," HHS means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "marriage," HHS does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage."

Programmatic Reporting

Progress reports must be submitted by upload to our grants management system (GrantSolutions.gov), in the Grant Notes module.

Programmatic reporting includes the following:

1. Programmatic reporting includes the following:

   a) A semi-annual progress report including a report of performance measures shall be submitted to OGM via the GrantSolutions Grant Notes module no later than 30-days after each six-month period of performance. Progress reports must be submitted by upload to our grants management system (GrantSolutions.gov), in the Grant Notes module.

   b) A final progress report covering the entire project period is due 90 days after the end of the project period. Final reports must be submitted by upload to our grants management system (GrantSolutions.gov), in the Grant Notes module.

Financial Reporting

Grantees are required to submit quarterly and annual Federal Financial Reports (FFR) (SF-425). Reporting schedules will be issued as a condition of grant award. A final FFR covering the entire project period is due 90 days after the end of the project period. FFRs must be submitted via upload to our grants management system (GrantSolutions.gov), in the FFR module.

Quarterly cash reporting to the HHS Payment Management System on the FFR is also required. Please note these FFR reports are separate submissions via the Division of Payment Services. At this time, data is not transferable between the two systems and you will report twice on certain data elements. Grantees receiving $500,000 or greater of Federal funds must also undergo an independent audit in accordance with OMB Circular A-133 or regulations and policy effective at the time of the award.

Non-competing Continuation Applications and Awards

Each year of the approved project period, grantees are required to submit a noncompeting application which includes a progress report for the current budget year, and work plan, budget and budget justification for the upcoming year. Specific guidance will be provided via Grant Solutions well advance of the application due date.

FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (http://www.FSRS.gov) for all sub-awards and sub-contracts issued for $25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

VII. AGENCY CONTACTS

Administrative and Budgetary Requirements and Program Requirements:

For information related to administrative and budgetary requirements, contact the HHS/OASH Office of Grants Management grants specialist listed below.

Roscoe Brunson

1101 Wootton Parkway, Suite 550

Rockville, MD

Phone: 240-453-8822

Email: roscoe.brunson@hhs.gov

For information on program requirements, contact the program office.

Maria-Thelma Peña

1101 Wootton Parkway, Suite 700

Rockville, MD

Phone: 240-453-2817

Email: maria.pena@hhs.gov

VIII. OTHER INFORMATION

Application Elements

Application for Federal Assistance (SF-424)

Budget Information for Non-construction Programs (SF-424A)

Budget Narrative

Assurances for Non-construction Programs (SF-424B)

Disclosure of Lobbying Activities (SF-LLL)

Project Abstract Summary

Project Narrative

Appendices

Evelyn M. Kappeler

Evelyn M. Kappeler

January 8, 2015

Date

Director, Office of Adolescent Health

FOA Appendices

- Appendix A – References
- Appendix B– Sample Work Plan Template

Appendix A – References

[1] Presidential Advisory Council on AIDS 44th Meeting.http://aids.gov/federal-resources/pacha/meetings/2011/sept-2011-meeting-summary.pdf.September 2011

[2] Calculations based on information from 40 states and 5 U.S. dependent areas with confidential name-based HIV infection reporting. CDC. *HIV Surveillance Report, 2009*; vol. 21. Published February 2011. Accessed 11/25/2011. Table 1b.

[3] Centers for Disease Control and Prevention. Sexual and Reproductive Health of Persons Aged 10-24 Years – United States, 2002-2007. Surveillance Summaries, July 17, 2009. MMWR 2009:58(No. SS-6).

[4] The White House Office of National AIDS Policy. National HIV/AIDS Strategy for the United States. July 2010. Available at

http://www.whitehouse.gov/sites/default/files/uploads/NHAS.pdf Accessed Nov 14, 2

Appendix B - Example Work plan Template
(Note: Work Plan may be submitted as narrative or other format)

September 1, 2015 – August 31, 2016

Grantee Name _____ Funds Requested _____

Goal 1:		
Objective 1:		
Rationale for Objective 1:		
Measures of Accomplishment for Objective 1: a. b. c.		
Activities in support of Objective 1: a. b. c.	Person/agency responsible for *Accomplishing Activities*. a. b. c.	Activity *Timeline*. a. b. c.