

Notice of Funding Opportunity
Application due March 18, 2025



Health Resources & Services Administration

HRSA HIV/AIDS Bureau

Office of Program Support

Ryan White HIV/AIDS Program (RWHAP) Web-Based Platform for HIV Tools and Resources

Opportunity number: HRSA-25-062

Modified on 1/24/25: Updated
TA Webinar information



Contents

Before you begin	3
 Step 1: Review the Opportunity	4
Basic information	5
Eligibility	6
Program description	8
Award information	11
 Step 2: Get Ready to Apply	16
Get registered	17
Find the application package	17
Application writing help	17
 Step 3: Prepare Your Application	19
Application contents and format	20
 Step 4: Learn About Review and Award	26
Application review	27
Selection process	30
Award notices	30
 Step 5: Submit Your Application	31
Application submission and deadlines	32
Application checklist	34
 Step 6: Learn What Happens After Award	35
Post-award requirements and administration	36
 Contacts and Support	40



Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registrations are active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

Apply by the application due date

Applications are due by 11:59 p.m. Eastern Time on March 18, 2025.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



Step 1:

Review the Opportunity

In this step

Basic information	5
Eligibility	6
Program description	8
Award information	11

Basic information

Health Resources and Services Administration (HRSA)

HRSA HIV/AIDS Bureau

Office of Program Support

Advancing HIV Care Through Centralized Access to Evidence-Based Resources and Tools

Summary

Supported through funding from the Ryan White HIV/AIDS Program, the Health Resources and Services Administration (HRSA) is accepting applications for the fiscal year (FY) 2025 to establish a user-friendly web-based platform. This platform will serve as a centralized repository for evidence-based interventions, best practices, tools, training and technical assistance (T/TA) products, and resources for improving HIV care, treatment, and support services across populations.

The successful applicant will be responsible for the entire project life cycle, from inception to launch, maintenance, and evaluation to include traditional user experience/user interface (UX/UI) processes. Given the volume of information to be housed on the site, it is imperative that the site has advanced search capabilities and a user-friendly design process to ensure ease of use and accessibility.

Funding details

Application type: New, Competing continuation

Expected total available funding: Up to \$900,000 per year for up to five years

Expected number and type of awards: One cooperative agreement award

Funding range per award: Up to \$900,000 per year

We plan to fund awards in 12-month budget periods for a five-year period of performance of July 1, 2025, to June 30, 2030.

The program and awards depend on the appropriation of funds and are subject to change based on the availability and amount of appropriations.



Have questions?
Go to [Contacts and Support](#).

Key facts

Opportunity name:
RWHAP Web-Based Platform
for HIV Tools and Resources

Opportunity number:
HRSA-25-062

Announcement version:
Modification #1

Federal assistance listing:
93.145

Statutory authority:
[Sections 2606 and 2654\(b\) of the Public Health Service \(PHS\) Act \(42 U.S.C. §§ 300ff-16 and 300ff-54\(b\)\)](#)

Key dates

NOFO issue date:
January 15, 2025

Informational webinar:
[See Webinar Section](#)

Application deadline:
March 18, 2025

Expected award date is by: July 1, 2025

Expected start date:
July 1, 2025

See [other submissions](#) for other time frames that may apply to this NOFO.

Eligibility

Who can apply?

Types of eligible organizations

These types of domestic* organizations may apply:

- Public institutions of higher education.
- Private institutions of higher education.
- Small businesses.
- State governments, including the District of Columbia, domestic territories, and freely associated states.
- County governments.
- City or township governments.
- Special district governments.
- Independent school districts.
- Native American tribal governments.
- Native American tribal organizations.

*“Domestic” means the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau.

Individuals are not eligible applicants under this NOFO.

Other eligibility criteria

Completeness and responsiveness criteria

We will review your application to make sure it meets these basic requirements to move forward in the competition.

We will not consider an application that:

- Is from an organization that does not meet all [eligibility criteria](#).
- Requests funding above the award ceiling shown in the [funding range](#).
- Is submitted after the [deadline](#).

Application limits

You may not submit more than one application. If you submit more than one application, we will only accept the last on-time submission.

Cost sharing

This program does not have a cost-sharing requirement. If you choose to share in the costs of the project, we will not consider it during merit review. We will hold you accountable for any funds you add, including through reporting.

Program description

Purpose

This project will fund the creation and maintenance of a user-friendly web-based platform. The platform will serve as a comprehensive and centralized repository for evidence-based interventions, best practices, tools, training and technical assistance (T/TA) products, and resources developed by Ryan White HIV/AIDS Program (RWHAP) funded recipients, stakeholders, federal partners, and HRSA's HIV/AIDS Bureau (HAB). The site will be specifically aimed at enhancing HIV care and treatment outcomes. The audience for the website will include health care team members, recipients, subrecipients, key stakeholders, federal staff, and the general public. The content for the site will be curated by the recipient to include a variety of HIV tools, resources, and information gathered from a variety of sources such as HAB recipients, TA providers, government websites, and evidenced based research.

Background

The HRSA Ryan White HIV/AIDS Program has five statutory [funding parts](#) that provide a comprehensive system of medical care, support, and medications for low-income people with HIV. The goal is better health results, and lower HIV transmission in priority groups.

The [HIV care continuum](#) is key to the program. It shows the journey of someone with HIV from diagnosis to effective treatment, leading to viral suppression. Reaching viral suppression boosts the patient's quality of life and prevents HIV transmission.

This continuum also helps programs and planners measure progress and use resources effectively. We require you to assess your outcomes and work with your community and public health partners to improve outcomes across the HIV care continuum. To assess your program, review [HRSA's Performance Measure Portfolio](#).

Strategic frameworks and national objectives

To address health challenges faced by low-income people with HIV, using national objectives and strategic frameworks is crucial. These frameworks include:

- [Healthy People 2030](#)
- [National HIV/AIDS Strategy \(NHAS\) \(2022–2025\)](#)
- [Sexually Transmitted Infections National Strategic Plan for the United States \(2021–2025\)](#)
- [Viral Hepatitis National Strategic Plan for the United States: A Roadmap to Elimination \(2021–2025\)](#)

These strategies offer guidance on the main principles, priorities, and steps for our national health response. They serve as a blueprint for collective action and impact.

Expanding the effort

There have been significant accomplishments:

- From 2018 to 2022, HIV viral suppression among Ryan White program patients improved from 87.1 percent to 89.6 percent. For more, see the [2022 Ryan White Services Report \(RSR\)](#).
- Racial, ethnic, age-based, and regional disparities in viral suppression rates have significantly reduced. For more, see the [RWHAP Annual Data Report 2022](#).
- In 2020, the [Ending the HIV Epidemic in the U.S. \(EHE\)](#) initiative launched to further expand federal efforts to reduce HIV transmission. 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 reach viral suppression.

Using data effectively

HRSA and CDC promote integrated data sharing and use for program planning, quality improvement, and public health action.

We encourage you to:

- Follow the [Data Security and Confidentiality Guidelines for HIV, Viral Hepatitis, Sexually Transmitted Disease, and Tuberculosis Programs](#).
- Create data-sharing agreements between surveillance and HIV programs.
- Progress toward NHAS goals through integrated data sharing, analysis, and use of HIV data by health departments.

- Complete CD4, viral load, and HIV nucleotide sequence reporting to the state and territorial health departments' HIV surveillance systems. CDC mandates the reporting of all such data to the National HIV Surveillance System (NHSS).
- Use our interactive [RWHAP Compass Dashboard](#) to visualize reach, impact, and outcomes of the Ryan White program and to inform planning and decision making. The dashboard gives you a look at national, state, and metro area data and displays client demographics, services, outcomes, and viral suppression. It also includes data about clients in the AIDS Drug Assistance Program (ADAP).
- Develop data-sharing strategies with other RWHAP recipients and relevant entities to reduce administrative burden.
- Use electronic data sources to verify client eligibility when you can. See Policy Clarification Notice 21-02, [Determining Client Eligibility and Payor of Last Resort in the Ryan White HIV/AIDS Program](#).

Program resources and innovative models

We offer multiple projects and resources to help you. A full list of resources is available on [TargetHIV](#). We urge you to learn about them and use them in your project. For some examples, see [Helpful Websites](#).

Award information

Cooperative agreement terms

Our responsibilities

Aside from monitoring and technical assistance, we also get involved in these ways:

- **Collaborative Planning and Coordination:** We work closely with you to plan, coordinate, and implement project activities. This includes participating in meetings, helping design and evaluate activities, and ensuring that project efforts are aligned with HAB's goals and initiatives.
- **Facilitating Partnerships:** We help establish and maintain partnerships with relevant stakeholders, including other federal agencies, state and local health departments, community-based organizations, and RWHAP recipients and subrecipients to enhance the impact and reach of the project.
- **Reviewing Content and Submitting for Publication:** We will participate in the review of documents and communications submitted, and for publication on the website on an as-needed basis to ensure the proper tagging of documents. We will submit new content to you weekly for publication. We will review significant changes to the web-based platform to ensure they are consistent with HAB's goals and guidelines.
- **Coordinating with you:** We will work closely with you to develop and manage a streamlined workflow for content tagging, publishing, and archiving.

Your responsibilities

You must follow all relevant laws and policies. Your other responsibilities will include the following.

Project Planning and Management

- Develop and manage a detailed project plan outlining all stages development and production from conception to launch, including maintenance and evaluation. The project plan should incorporate a phased approach to launching the fully developed website using a timeline that aligns with industry standards.

Website Development and Launch

- Thoroughly gather requirements according to industry standards to build a platform that incorporates a design and functionality that can meet the needs of the target audience effectively.

- Establish and maintain a dedicated URL for the web-based platform. This URL would preferably be memorable and align with the mission of the project. The URL will be hosted and maintained by the recipient of this cooperative agreement.
- Create a user-friendly, easily searchable, and responsive web-based, mobile friendly platform. The web-based platform should be usable by individuals with disabilities, following federal accessibility standards.
- Ensure that the audiences, such as health care team members, recipients, subrecipients, key stakeholders, federal staff, and the general public, can easily find and access the information that is accurate and manageable while providing content that is most relevant and appropriate for them.
- Remain abreast of emerging technologies and capabilities for users of the web-based platform.
- Obtain copyright permissions, as appropriate, and ensure that HAB retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the website and its content for Federal purposes, and to authorize others to do so.

Website subscribers

- Create and manage a comprehensive database of individuals who subscribe to the website to proactively reach users who may benefit from routine contact and updates.
- Regularly update the database to ensure accurate subscriber information and facilitate ongoing interaction, including sending updates, newsletters, and other relevant communications.

Staffing

- Ensure you have a full complement of staff so that experts manage each activity and area of responsibility of the project—for example, web developers, UX/UI designers, content managers, and evaluators.
 - In your staffing plan, consider separating security and privacy operations and compliance.

Data Collection and Analysis

- Continually collect, analyze, and use data to guide project activities, monitor performance, and inform future planning and decision-making.
- Implement advanced analytics to track user demographic and engagement, click-through rates, content downloads, and overall site performance.

User Experience

- The recipient should develop a plan to conduct regular user experience assessments using independent evaluators in keeping with industry standards to continuously improve the platform's functionality and user satisfaction.

Maintenance and support

- Provide ongoing operation, maintenance, monitoring, assessment, and technical support to ensure the platform remains up-to-date and privacy- and security-compliant.
- Develop and follow a timeline for regularly reviewing time-bound content, such as webinars and events. Ensure expired materials are archived or removed from the website to maintain accuracy and relevance.
- Develop a plan to continue the project when federal funding ends.

Website Metrics and Analytics

- Submit quarterly reports to HAB detailing website analytics, including subscriber engagement, to track performance and outcomes.
- Provide monthly website analytics and metrics of views and downloads of technical assistance resources. You and HRSA will agree on the format for these reports.
- Develop and maintain performance metrics to assess the effectiveness and impact of the website.
- Recipient is expected to attend and exhibit at the biennial National Ryan White Conference on HIV Care and Treatment.

Conference Attendance

- Recipient is expected to attend and exhibit at the biennial National Ryan White Conference on HIV Care and Treatment.

Funding policies and limitations

Policies

- We will only make awards if Congress appropriates funds for this purpose, we will move forward with the review and award process.
- Support beyond the first budget year will depend on:
 - Appropriation of funds.
 - Satisfactory progress in meeting the project's objectives.
 - A decision that continued funding is in the government's best interest.

General limitations

- For guidance on some types of costs we do not allow or restrict, see Project Budget in section 3.1.4 of the [Application Guide](#). You can also see 45 CFR part 75, or any superseding regulation, [General Provisions for Selected Items of Cost](#).
- Congress's current appropriations act includes a salary limitation, which applies to this program. As of January 2025, the salary rate limitation is \$225,700. This limitation may be updated.

Program-specific limitations

- You cannot use funds under this notice for the following:
 - International HIV/AIDS training activities.
 - Payment for any item or service to the extent that payment has been made (or reasonably can be expected to be made), with respect to that item or service, under any state compensation program, insurance policy, federal or state benefits program, or any entity that provides health services on a prepaid basis (except for a program administered by or providing the services of the Indian Health Service).
 - Cash payment to intended recipients of RWHAP services.
 - Clinical quality management.
 - International travel.
 - Construction (minor alterations and renovations to an existing facility to make it more suitable for the purposes of the award program are allowable with prior HRSA approval).
 - HIV test kits.
 - Syringe Services Programs (SSPs). Some aspects of SSPs are allowable with HRSA's prior approval and in compliance with HHS and HRSA policy.
 - Development of materials designed to directly promote or encourage intravenous drug use or sexual activity.

See [Manage Your Grant](#) for other information on costs and financial management.

Indirect costs

Indirect costs are costs you charge across more than one project that cannot be easily separated by project.

To charge indirect costs you can select one of two methods:

Method 1 – Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency.

Method 2 – *De minimis* rate. Per [2 CFR 200.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 15% of modified total direct costs (MTDC). See [2 CFR 200.1](#) for the definition of MTDC. You can use this rate indefinitely.

Program income

Program income is money earned as a result of your award-supported project activities. You must use any program income you generate from awarded funds for approved project-related activities. Find more about program income at [45 CFR 75.307](#).



Step 2:

Get Ready to Apply

In this step

Get registered	17
Find the application package	17
Application writing help	17

Get registered

SAM.gov

You must have an active account with SAM.gov to apply. This includes having a Unique Entity Identifier (UEI). SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#). You must agree to those for grants specifically, as opposed to contracts, because the two sets of agreements are different. You will have to maintain your registration throughout the life of any award.

Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Grants Search at Grants.gov](#) and search for opportunity number HRSA-25-062.

After you select the opportunity, we recommend that you click the **Subscribe** button to get updates.

Application writing help

Visit HHS [Tips for Preparing Grant Proposals](#).

Visit [HRSA's How to Prepare Your Application](#) page for more guidance.

See [Apply for a Grant](#) for other help and resources.

Join the webinar

More information on HRSA-25-062's webinar will be posted at a later date to the related documents tab [here](#):

We recommend you "Subscribe" to the NOFO on Grants.gov to receive updates when documents are posted.

We will record the webinar. Visit the HRSA's [open opportunities](#) website to learn more about the resources available for this funding opportunity.

Have questions? Go to [Contacts and Support](#).



Step 3:

Prepare Your Application

In this step

Application contents and format

20

Application contents and format

Applications include 5 main components. This section includes guidance on each.

There is a 35-page limit for the overall application.

Submit your information in English and express budget figures using U.S. dollars.

Make sure you include each of these:

Components	Submission Format	Included in the page limit?
Project abstract	Use the Project Abstract Summary form.	No
Project narrative	Use the Project Narrative Attachment form.	Yes
Budget narrative	Use the Budget Narrative Attachment form.	Yes
Attachments	Insert each in the Other Attachments form.	Yes, unless otherwise marked below.
Other required forms	Upload using each required form.	No

Required format

You must format your narratives and attachments using our required formats for fonts, size, margins, etc. See the formatting guidelines in section 3.2 of the [Application Guide](#).

Project abstract

Complete the information in the Project Abstract Summary form. Include a short description of your proposed project. Include the needs you plan to address, the proposed services, and the population groups you plan to serve. For more information, see section 3.1.2 of the [Application Guide](#).

Project narrative

In this section, you will describe all aspects of your project. Project activities must comply with the [non-discrimination requirements](#).

Use the section headers and the order listed.

Introduction

See merit review criterion 1: [Need](#)

- Briefly describe the purpose of describe your understanding of the need and purpose of the RWHAP Web-Based Platform for HIV Tools and Resources, that is consistent with the program “Purpose” as described in Section I of the NOFO.

Need

See merit review criterion 1: [Need](#)

- Describe the need for a central, web-based platform for T/TA products, latest news and updates, and resources that address HIV care, treatment, and support services.
- Outline the needs of the target population.
- Highlight the gaps in access to current resources that the platform will fill.
- Discuss any relevant barriers that you hope to overcome through this project.

Approach

See merit review criterion 2: [Response](#)

Tell us how you will address the stated needs and meet the program requirements and expectations described in this NOFO:

- Develop and manage a [detailed project plan](#), outlining all stages from inception to launch, including maintenance and evaluation.
- [Develop and launch the website](#).
 - Ensure that the website enhances user experience, engagement, and accessibility through a robust search functionality that delivers accurate and relevant results.
 - Incorporate modern web design standards.
 - Ensure the site has an intuitive interface that simplifies navigation and makes information easily accessible.
 - How the search feature will prioritize the most relevant and recent content, ensuring users can easily find the information they need.
 - Ensure website is able to obtain and manage website subscribers.
- [Implement UX processes](#) as you develop and maintain the website.
- [Maintain and support the platform](#) to make sure it remains up-to-date.

- Maintain accurate and up-to-date content on the web-based platform, ensuring regular updates, quality checks, and the timely removal of outdated information.
- [Collect and analyze data](#). Implement advanced analytics to track user demographic and engagement, click-through rates, content downloads, and overall site performance.
- Collaborate with and receive information from HAB, including [managing and implementing new webpage requests from HAB staff](#).
- Continue the project when federal funding ends.

High-level work plan

See merit review criteria 2: [Response](#) and 4: [Impact](#)

- Describe your [project management plan](#). Provide a timeline with milestones. As needed, identify how key stakeholders will help plan, design, and carry out all activities. Provide a timeline that includes each activity and identifies who is responsible for them.
- You will also include a more detailed work plan in your [Attachments](#).

Resolving challenges

See merit review criterion 2: [Response](#)

Discuss challenges that you are likely to encounter in designing and carrying out the activities in the work plan. Explain approaches that you will use to resolve them.

Performance reporting and evaluation

See merit review criteria 3: [Performance reporting and evaluation](#) and 5: [Resources & Capabilities](#)

- Describe the expected outcomes of the project.
- Performance Measurement and Reporting. Describe the systems and processes that you will use to track performance and the user experience.
- Describe how you will collect and manage data in a way that allows for accurate and timely reporting.
- Describe your plan for conducting independent user experience evaluations.
- Discuss staffing that will support evaluation.
- Describe any additional evaluation methodologies you plan to use. Your response should outline strategies to gather user feedback, identify areas for improvement,

and enhance overall user satisfaction. Please refer to the [evaluation methodologies](#) in the User Experience section.

- Describe evaluation barriers and your plan to address them.

Organizational information

See merit review criterion 5: [Resources and capabilities](#)

- Describe the experience your organization has in developing, managing, and enhancing web-based platforms that provide access to a high volume of materials. Given the comprehensive nature of the web-based platform, it is crucial that you demonstrate your organization's ability to use its existing expertise and resources to fulfill the responsibilities outlined in this NOFO.
- Briefly describe your mission, organizational structure, and the scope of your current activities as they relate to website design and maintenance. Explain how they show your ability to carry out the program requirements. Include a project organization chart.
- Describe your organizational profile, budget, partners, and [key staff members'](#) experience and skills.

Budget and budget narrative

See merit review criterion 6: [Support requested](#)

Your **budget** should follow the instructions in Section 3.1.4 Project Budget Information – Non-Construction Programs (SF-424A) of the [Application Guide](#) and the instructions listed in this section. Your budget should show a well-organized plan.

HHS now uses the definitions for [equipment](#) and [supply](#) in 2 CFR 200.1. The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or \$10,000 and the threshold for supplies to below that amount.

The total project or program costs are all allowable (direct and indirect) costs used for the HRSA award activity or project. This includes costs charged to the award and non-federal funds used to satisfy a matching or cost-sharing requirement (which may include maintenance of effort, if applicable).

The **budget narrative** supports the information you provide in Standard Form 424-A. See [other required forms](#). It includes an itemized breakdown and a clear justification of the costs you request. The merit review committee reviews both.

As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See [funding policies and limitations](#).

To create your budget narrative, see detailed instructions in Section 3.1.5 of the [Application Guide](#).

Attachments

Place your attachments in order in the Other Attachments form. See [application checklist](#) to determine if they count toward the page limit.

Attachment 1: Work plan

Attach the project's work plan. Make sure it includes everything required in the [project narrative](#) section.

Attachment 2: Staffing plan and job descriptions

See Section 4.1.vi of the [Application Guide](#).

Include a [staffing plan](#) that shows the staff positions that will support the project and key information about each. Justify your staffing choices, including education and experience qualifications and your reasons for the amount of time you request for each staff position.

For key personnel, attach a one-page job description that includes the role, responsibilities, and qualifications.

Attachment 3: Biographical sketches

Include biographical sketches for people who will hold the key positions you describe in Attachment 2. These sketches should be no more than two pages. Do not include personally identifiable information. If you include someone you have not hired yet, include a letter of commitment from that person with the biographical sketch.

Attachment 4: Agreements with other entities

Provide any documents that describe working relationships between your organization and others you refer to in the proposal. Documents that confirm actual or pending contracts or agreements should clearly describe the roles of the contractors and any deliverables. Make sure you sign and date any letters of agreement. If letters of support are required for eligibility, include them in this attachment.

Attachment 5: Program Specific Line Item Budget

Include the program specific line item budget for each year of the project period. Submit as a PDF document, not as an excel spreadsheet.

Attachment 6: For multiyear budgets—fifth-year budget

After using columns (1) through (4) of the SF-424A, Section B for a five-year period of performance, you need to submit the budget for the fifth year as an attachment.

SF-424A Section B does not count in the page limit; however, any related budget narrative does count. See Section 3.1.4 of the [Application Guide](#).

Attachment 7: Project organizational chart

Provide a one-page diagram that shows the project's organizational structure.

Attachment 8: Tables and charts

Provide tables or charts that give more details about the proposal. These might be Gantt, PERT, or flow charts.

Attachment 9-15: other relevant documents

You may use attachments 9 through 15 to add other relevant documents.

Other required forms

You will need to complete some other forms. Upload the following forms at Grants.gov. You can find them in the NOFO [application package](#) or review them and any available instructions at [Grants.gov Forms](#).

Forms	Submission requirement
Application for Federal Assistance (SF-424)	With application.
Budget Information for Non-Construction Programs (SF-424A)	With application.
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application or before award.



Step 4:

Learn About Review and Award

In this step

Application review	27
Selection process	30
Award notices	30

Application review

Initial review

We will review your application to make sure that it meets [eligibility](#) criteria, including the [completeness and responsiveness criteria](#). If your application does not meet these criteria, it will not be funded.

We will not review any pages that exceed the page limit.

Merit review

A panel reviews all applications that pass the initial review. The members use these criteria.

Criterion	Total number of points = 100
1. Need	5 points
2. Response	30 points
3. Performance reporting and evaluation	25 points
4. Impact	10 points
5. Resources and capabilities	25 points
6. Support requested	5 points

Criterion 1: Need (5 points)

See the project narrative [Introduction](#) and [Need](#) sections.

The panel will review your application for how well it:

- Describes the need for a central, web-based platform for T/TA products, latest news and updates, and resources that address HIV care, treatment, and support services.
- Outlines the needs of the target population.
- Highlights the gaps in current services and resources that the platform will fill.
- Discusses any relevant barriers you hope to overcome through this project.

Criterion 2: Response (30 points)

See the project narrative [Approach](#), [High-level work plan](#), and [Resolving challenges](#) sections.

The panel will review your application for how well it describes:

- How you will design and maintain a web-based platform that meets user needs, incorporates modern web design standards, and has an intuitive interface that simplifies navigation and makes information easily accessible.
- How the search feature will prioritize the most relevant and recent content, ensuring users can easily find the information they need.
- How you will use advanced analytics to track user demographics and engagement, click-through rates, and overall site performance.
- The project management plan with a timeline of deliverables and milestones, including, as applicable, how key stakeholders will help plan, design, and carry out all activities.
- Challenges that you are likely to encounter in designing and carrying out the activities in the work plan, and approaches that you will use to resolve them.
- A plan for continuing the project when federal funding ends.

Criterion 3: Performance reporting and evaluation (25 points)

See the project narrative [Performance reporting and evaluation](#) section.

The panel will review your application for how well it:

- Describes the expected outcomes of the project.
- Describes the systems and processes that you will use to track performance and the user experience.
- Describes how they will collect and manage data in a way that allows for accurate and timely reporting.
- Describes their plan for conducting independent user experience evaluations.
- Describes any additional evaluation methodologies they plan to use. Their response should outline strategies to gather user feedback, identify areas for improvement, and enhance overall user satisfaction. Examples of additional [evaluation methodologies](#) are in the User Experience section.
- Describes evaluation barriers and their plan to address them.

Criterion 4: Impact (10 points)

See the project narrative [High-level work plan](#) section.

The panel will review your application for how well it describes:

- The [project management plan](#).
- Provides a timeline of deliverables and milestones. As needed, identifies how key stakeholders will help plan, design, and carry out all activities. Provide a timeline that includes each activity and identifies who is responsible for them.
- How likely the program is to continue beyond the federal funding.

Criterion 5: Resources and capabilities (25 points)

See the project narrative [Organizational information](#) and [Performance reporting and evaluation](#) sections.

The panel will review your application to determine the extent to which:

- Project staff have the training and experience necessary to carry out the project.
- The number of project staff is reasonable and sufficient to carry out the project.
- Your organization has the experience and capacity to implement a rigorous evaluation of user experience and engagement.

Criterion 6: Support requested (5 points)

See [Budget narrative](#) section.

The panel will examine your application to determine the extent to which:

- The proposed budget is reasonable for each year of the period of performance.
- Costs, as outlined in the budget section, are reasonable and align with the scope of work.
- Key staff have adequate time devoted to the project to achieve project objectives.

Risk review

Before making an award, we review the risk that you will not manage federal funds in prudent ways. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We:

- Review any applicable past performance.
- Review audit reports and findings.
- Analyze the cost of the budget.
- Assess your management systems.

- Ensure you continue to be eligible.
- Make sure you comply with any public policies.

We may ask you to submit additional information.

As part of this review, we use SAM.gov Entity Information [Responsibility/Qualification](#) to check your history for all awards likely to be over \$250,000. You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#).

Selection process

When making funding decisions, we consider:

- The amount of available funds.
- Assessed risk.
- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of HRSA-funded projects, including the diversity of project types and geographic distribution.
- The funding priorities listed.

We may:

- Fund out of rank order.
- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

Award notices

We issue Notices of Award (NOA) on or around the [start date](#) listed in the NOFO. See Section 4 of the [Application Guide](#) for more information.

By drawing down funds, you accept the terms and conditions of the award.



Step 5:

Submit Your Application

In this step

Application submission and deadlines	32
Application checklist	34

Application submission and deadlines

See the section on [finding the application package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#), and specifically with regard to grants.

Make sure that your SAM.gov registration is accurate for both contracts and grants, as these registrations differ. See information on [getting registered](#). You will have to maintain your registration throughout the life of any award.

Deadlines

Application

You must submit your application by March 18th 2025, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives applications.

Submission method

Grants.gov

You must submit your application through Grants.gov. You may do so using Grants.gov Workspace. This is the preferred method. For alternative online methods, see [Applicant System-to-System](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure that your application passes the Grants.gov validation checks, or we may not get it. Do not encrypt, zip, or password protect any files.

Have questions? Go to [Contacts and Support](#).

Other submissions

Intergovernmental review

This NOFO is subject to [Executive Order 12372](#), Intergovernmental Review of Federal Programs.

If your state has a process, you will need to submit application information for intergovernmental review under Executive Order 12372. Under this order, states may design their own processes for obtaining, reviewing, and commenting on some applications. Some states have this process and others do not.

To find out your state's approach, see the list of state single points of contact.

If you find a contact on the list for your state, contact them as soon as you can to learn their process. If you do not find a contact for your state, you do not need to do anything further.

This requirement never applies to American Indian and Alaska Native tribes or tribal organizations.

Application checklist

Make sure that you have everything you need to apply:

Component	How to Upload	Included in page limit?
☐ Project abstract	Use the Project Abstract Summary form.	No
☐ Project narrative	Use the Project Narrative Attachment form.	Yes
☐ Budget narrative	Use the Budget Narrative Attachment form.	Yes
Attachments	Insert each in a single Other Attachments form.	
☐ 1. Work plan		Yes
☐ 2. Staffing plan and job descriptions		Yes
☐ 3. Biographical sketches		Yes
☐ 4. Agreements with other entities		Yes
☐ 5. Program Specific Line Item Budget		Yes
☐ 6. For multiyear budgets—fifth-year budget		Yes
☐ 7. Project organizational chart		Yes
☐ 8. Tables and charts		Yes
Other required forms	Upload using each required form.	
☐ Application for Federal Assistance (SF-424)		No
☐ Budget Information for Non-Construction Programs (SF-424A)		No
☐ Disclosure of Lobbying Activities (SF-LLL)		No



Step 6:

Learn What Happens After Award

In this step

Post-award requirements and administration [36](#)

Post-award requirements and administration

Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award (NOA). We incorporate this NOFO by reference.
- The regulations at [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, and any superseding regulations. Effective October 1, 2024, HHS adopted the following superseding provisions:
 - [2 CFR 200.1](#), Definitions, Modified Total Direct Cost.
 - [2 CFR 200.1](#), Definitions, Equipment.
 - [2 CFR 200.1](#), Definitions, Supply.
 - [2 CFR 200.313\(e\)](#), Equipment, Disposition.
 - [2 CFR 200.314\(a\)](#), Supplies.
 - [2 CFR 200.320](#), Methods of procurement to be followed.
 - [2 CFR 200.333](#), Fixed amount subawards.
 - [2 CFR 200.344](#), Closeout.
 - [2 CFR 200.414\(f\)](#), Indirect (F&A) costs.
 - [2 CFR 200.501](#), Audit requirements.
- The HHS [Grants Policy Statement](#) (GPS). Your NOA will reference this document. If there are any exceptions to the GPS, they'll be listed in your NOA.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#).
- The requirements for performance management in [2 CFR 200.301](#).
- Upon closeout of the award, the recipient must obtain disposition instructions from HHS for any intangible property acquired under the award, including any website domains. HHS may require the recipient to transfer ownership of the website domain name to HHS or a third party.

Health information technology interoperability

If you receive an award, you must agree to the following conditions when implementing, acquiring, or upgrading health IT. These conditions also apply to all subrecipients.

- Compliance with [45 CFR part 170, subpart B](#). Make sure your activities meet these standards if they support the activity.
- Certified Health IT for Eligible Clinicians and Hospitals. Use only health IT certified by the [ONC Health IT Certification Program](#) for activities related to Sections 4101, 4102, and 4201 of the HITECH Act.

If 45 CFR part 170, subpart B standards cannot support the activity, we encourage you to:

- Use health IT that meets non-proprietary standards.
- Follow specifications from consensus-based standards development organizations.
- Consider standards identified in the [ONC Interoperability Standards Advisory](#).

Non-discrimination legal requirements

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).

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. 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.

Executive order on worker organizing and empowerment

[Executive Order on Worker Organizing and Empowerment \(E.O. 14025\)](#) encourages worker organizing and collective bargaining and promotes equality of bargaining power between employers and employees.

You can support these goals by developing policies and practices that you could use to promote worker power.

Cybersecurity

You must create a cybersecurity plan if your project involves both of the following conditions:

- You have ongoing access to HHS information or technology systems.
- You handle personal identifiable information (PII) or personal health information (PHI) from HHS.

You must base the plan based on the [NIST Cybersecurity Framework](#). Your plan should include the following steps:

Identify:

- List all assets and accounts with access to HHS systems or PII/PHI.

Protect:

- Limit access to only those who need it for award activities.
- Ensure all staff complete annual cybersecurity and privacy training. Free training is available at 405(d): [Knowledge on Demand \(hhs.gov\)](#).
- Use multi-factor authentication for all users accessing HHS systems.
- Regularly backup and test sensitive data.

Detect:

- Install antivirus or anti-malware software on all devices connected to HHS systems.

Respond:

- Create an incident response plan. See [Incident-Response-Plan-Basics_508c.pdf \(cisa.gov\)](#) for guidance.
- Have procedures to report cybersecurity incidents to HHS within 48 hours. A cybersecurity incident is:
 - Any unplanned interruption or reduction of quality, or

- An event that could actually or potentially jeopardize confidentiality, integrity, or availability of the system and its information.

Recover:

- Investigate and fix security gaps after any incident.

Reporting

If you are funded, you will have to follow the reporting requirements in Section 6 of the [Application Guide](#). The NOA will provide specific details.

You must also follow these program-specific reporting requirements:

- **Federal Financial Report (FFR)**—The Federal Financial Report (SF-425) is required. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically. Visit [Reporting Requirements | HRSA](#). More specific information will be included in the award notice.
- **Progress reports**—You must submit both a noncompetitive continuation report midyear and an annual progress report to HRSA. Further information will be included in the award notice.
- **Allocations and Expenditures report**—Recipients must submit an Allocations and Expenditures report to HRSA each year. The report must include a detailed description of how the award funds were allocated and how funds were expended for project implementation. Additional information will be included in the award notice.
- **Monthly website analytics report**—You must provide monthly website analytics and metrics of views and downloads of technical assistance resources that also includes a state-by-state analysis.
- **Final report**—You will need to submit a final report within 90 days after the period of performance ends. You will need to submit it online in the Electronic Handbooks (EHBs) system. The final report collects:
 - Program-specific goals and progress on strategies.
 - Core performance measurement data.
 - Impact of the overall project.
 - The degree to which you achieved the mission, goals, and strategies outlined in the program.
 - Your objectives and accomplishments.
 - Barriers you encountered.
 - Responses to summary questions regarding your overall experiences over the entire period of performance.



Contacts and Support

In this step

Agency contacts	41
Grants.gov	41
SAM.gov	41
Helpful websites	42

Agency contacts

Program and eligibility

Nikia Crollard

Project Officer

HIV/AIDS Bureau

Health Resources and Services Administration

Email: Ncrollard@hrsa.gov

Call: 301-443-3577

Financial and budget

Beverly Smith

Grants Management Specialist

Division of Grants Management Operations, Office of Federal Assistance and Acquisition
Management

Health Resources and Services Administration

Email: bsmith@hrsa.gov

Call: 301-443-7065

HRSA Contact Center

Open Monday to Friday, 7 a.m. to 8 p.m. ET, except for federal holidays.

Call: 877-464-4772 / 877-Go4-HRSA

TTY: 877-897-9910

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726, search the [Grants.gov Knowledge Base](#), or [email Grants.gov for support](#). Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

Helpful websites

- [HRSA's How to Prepare Your Application page](#)
- [HRSA Application Guide](#)
- [HRSA Grants page](#)
- [HHS Tips for Preparing Grant Proposals](#)