

Notice of Funding Opportunity
Application due February 18, 2025

HRSA

Health Resources & Services Administration

HIV/AIDS Bureau (HAB)

Ryan White HIV/AIDS Program (RWHAP)

Data Integration, Systems, and Quality Technical Assistance (DISQ)

Opportunity number: HRSA-25-053



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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 February 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

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Basic information

Health Resources and Services Administration (HRSA)

HIV/AIDS Bureau (HAB)

Ryan White HIV/AIDS Program (RWHAP)

Strengthening the Ryan White HIV/AIDS Program with training and technical assistance.

Summary

The Data Integration, Systems, and Quality Technical Assistance (DISQ) program supports training and technical assistance (T/TA) for recipients of funding from the Ryan White HIV/AIDS Program (RWHAP). DISQ will fund one cooperative agreement in fiscal year 2025. The DISQ recipient will develop and disseminate T/TA to help RWHAP recipients and subrecipients with HIV-related data collection and integration activities.

DISQ provides on-site and virtual T/TA to RWHAP recipients and subrecipients for products including:

- RWHAP Services Report (RSR)
- AIDS Drug Assistance Program (ADAP) Data Report (ADR)
- AIDS Education and Training Center (AETC) Report
- HIV Quality Measures (HIVQM) Module
- The Ending the HIV Epidemic (EHE) Triannual Report
- CAREWare application

The T/TA is intended to:

- Increase data-related capacity and improve the completeness, accuracy, and consistency of program data.
- Provide data integration activities, such as extracting and linking data from external data systems, to support overall data quality and clinical and programmatic development.

Funding details

Application type: New

Expected total available FY 2025 funding: \$920,000



Have questions?

Go to [Contacts and Support.](#)

Key facts

Opportunity name: Data Integration, Systems, and Quality Technical Assistance (DISQ)

Opportunity number: HRSA-25-053

Announcement version: New

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: December 11, 2024

Informational webinar: January 6, 2025

Application deadline: February 18, 2025, at 11.59 p.m. Eastern Time

Expected award date is by: July 1, 2025

Expected start date: July 1, 2025

Expected number and type of awards: One Cooperative Agreement

We plan to fund the awards in five 12-month budget periods for a total five-year period of performance from 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.

Eligibility

Who can apply

Types of eligible organizations

These types of domestic* organizations may apply:

- Public institutions of higher education, including academic health science centers involved in HIV-related issues on a national scope.
- Private institutions of higher education, including academic health science centers involved in HIV-related issues on a national scope.
- Non-profit organizations.
- State governments, including the District of Columbia, domestic territories, and freely associated states.
- County governments.
- City or township governments.
- Special district governments.
- Native American tribal governments.
- Native American tribal organizations.

*“Domestic” means the 50 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, and 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 has no 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

Ryan White HIV/AIDS Program (RWHAP) Data Integration, Systems, and Quality Technical Assistance (DISQ) is a national training and technical assistance (T/TA) program to support [RWHAP](#) recipients and subrecipients. It funds activities to increase access to high-quality HIV care and support services for low-income people with HIV in the United States.

The DISQ program develops and disseminates T/TA to help RWHAP recipients and subrecipients develop and implement data collection activities related to HIV care. This program will improve RWHAP recipients' and subrecipients' capacity to meet data-related program requirements and help them use data to make their programs more efficient and effective.

We will award one cooperative agreement to a technical assistance provider. This provider will be responsible for on-site and virtual T/TA to RWHAP recipients and subrecipients.

Program goals

The T/TA that DISQ funds is intended to:

Increase data-related capacity among RWHAP recipients and subrecipients.

Improve **ease of submission**, completeness, accuracy, and consistency of RWHAP data.

- Provide data integration activities, such as extracting and linking data from external data systems, to support overall data quality and clinical and programmatic development.
- Improve processes that recipients and sub-recipients use to collect, integrate, report, and use data.
- Increase overall data quality.

Program objectives

There are 11 primary objectives to reach these goals:

- Make sure all RWHAP recipients and subrecipients understand and use current HIV/AIDS Bureau (HAB) data requirements.
- Help recipients use T/TA tools to train their subrecipients.

- Increase the use of automatic data transfer between various data systems, to reduce duplication of effort and increase data quality.
- Help recipients test their systems throughout the year to identify system problems and improve quality.
- Develop T/TA curricula and tools to help recipients and subrecipients analyze data to identify disparities in care and develop steps to improve health outcomes.
- Develop effective tools and strategies for ongoing T/TA, outreach, collaborations, clear communication, and information sharing and dissemination. These strategies should meaningfully involve communities served by RWHAP and be culturally and linguistically relevant. They should also use adult learning best practices.
- Conduct an ongoing assessment of RWHAP recipients' data-reporting TA needs and adapt TA to changing needs.
- Collaborate with CAREWare^[1] to coordinate the development of CAREWare reporting resources and make sure T/TA is provided to the CAREWare Help Desk and users.
- Provide ongoing and ad hoc comprehensive testing of RWHAP reporting systems (including CAREWare). Ensure compliance with RWHAP reporting requirements.
- Provide RWHAP reporting T/TA and resources to support HRSA HAB staff and HRSA Electronic Handbooks (EHBs) Tier 2 Customer Service Helpdesk.
- Develop an onboarding plan and training materials to help RWHAP recipients and subrecipients transfer knowledge during staff turnover.

About the reporting systems

RWHAP recipients and subrecipients collect and manage client- and patient-level data in an array of data collection systems, including:

Electronic health records (EHRs).

CAREWare.

Scheduling systems.

Laboratory report systems.

Data collection standards vary from system to system and integrating them may require individual T/TA.

RWHAP recipients and subrecipients are required to submit de-identified data to HRSA HAB. The DISQ T/TA program will assist RWHAP recipients and subrecipients with the following data reporting:

- Ryan White HIV/AIDS Program Services Report (RSR)

- AIDS Drug Assistance Program (ADAP) Data Report (ADR)
- AIDS Education and Training Center (AETC) Report
- HIV Quality Management (HIVQM) Module
- Ending the HIV Epidemic (EHE) Triannual Module

Recipients and subrecipients also use these data for purposes including:

- Planning, prioritizing, targeting, and monitoring programs and resources.
- Identifying and addressing gaps in care and services.
- Monitoring indicators of care and treatment among clients served by RWHAP.

We recommend you review the current RSR, ADR, AETC, HIVQM, and EHE instruction manuals on [TargetHIV](#) to better understand the scope of the T/TA you will provide.

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. Achieving 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% to 89.6%. 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 [Annual Client-Level Data Report 2022](#).
- In 2020, the [Ending the HIV Epidemic in the U.S. \(EHE\)](#) initiative was announced with the goal of expanding 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 achieve 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: Standards to Facilitate Sharing and Use of Surveillance Data for Public Health Action \(cdc.gov\)](#).
- Create data-sharing agreements between surveillance and HIV programs.
- 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 using the AIDS Drug Assistance Program (ADAP).
- Develop data-sharing strategies with others to reduce administrative burden.

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](#).

Program requirements and expectations

The U.S. Congress mandates that client-level data be collected under the RWHAP program; these de-identified data are used by the Secretary of Health and Human Services in reports submitted to the appropriate committees of Congress.

Recipients of RWHAP funding are permitted to collect client-level information and report de-identified data to HRSA HAB, a public health authority, pursuant to section 2685 of the Public Health Service Act, and 45 CFR 164.512(b). HRSA HAB is authorized by law to receive such information to prevent or control disease and conduct public health interventions. These data provide information about the allocation of funds by grant recipients, the number of clients served, services provided, client demographics, clinical data of clients served, and costs of providing services. These data are collected in a Recipient Report, Service Provider Report, and Client Report, the latter of which is a data file containing the client-level data elements.

Award information

Cooperative agreement terms

Our responsibilities

Aside from monitoring and technical assistance, we are involved in the following ways:

- Contributing to and reviewing documents, including curricula, publications, and other resources prior to printing, dissemination, or implementation.
- Collaborating with you to design, operate, direct, and evaluate T/TA activities, including meetings, training activities, or workshops.
- Providing assistance and collaboration in the management and technical performance of activities to ensure the identification of organizations in need of assistance.
- Coordinating the T/TA efforts in the planning, development, and implementation of the various phases of these projects.
- Making sure your project is integrated into HAB programmatic and data-reporting efforts.
- Facilitating relationships with RWHAP recipients and other external stakeholders.
- Anticipating and responding to the impact of changes in the health care environment on the T/TA needs of recipients and subrecipients.
- Collecting and analyzing data on national health issues, unmet needs, marketplace conditions, special populations, and other key health indicators to

guide current and future strategic planning, developmental efforts, and work plan activities.

Your responsibilities

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

- Providing T/TA to help RWHAP recipients and subrecipients design and implement data collection and reporting activities related to their HIV care programs.
- Establishing measures and methods for obtaining feedback from recipients, evaluating the process and outcomes of cooperative agreement activities, and using feedback and evaluation findings to improve future work.
- Modifying activities as necessary to meet the changing needs of RWHAP recipients, subrecipients, and other providers of HIV care and support services.
- Coordinating with HRSA to address T/TA needs of the priority audience and assist with new/emerging strategic initiatives.
- Negotiating with HRSA to update existing work plans at least annually and as needed, integrate new priorities during the funding period. This might include monthly strategy discussion calls or other communication as needed.
- Collaborating with HRSA-funded CAREWare software management contractor to provide T/A to the CAREWare Help Desk and users.
- On an annual basis, collaborating with Division of Policy and Data (DPD) to provide report and resource training to HRSA HAB program Project Officers and the HRSA customer service help desk.
- Planning, executing, and evaluating the T/TA activities.
- Working with the [TargetHIV^{\[2\]}](#) recipient to ensure all materials, tools, resources, products, and webcasts are available on the website.

Funding policies and limitations

Policies

We will only make awards if the RWHAP receives funding. 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 program's objectives
- A decision that continued funding is in the government's best interest

If we receive more funding for the DISQ T/TA program, we may:

- Extend the period of performance
- Award supplemental funding

All HRSA awards are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at [45 CFR part 75](#), or any successor regulation.

General limitations

- For guidance on some types of costs we do not allow or restrict, see Project Budget Information in Section 3.14 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 2024, the salary rate limitation is \$221,900. This limitation may be updated.

Program-specific statutory or regulatory limitations

You cannot use funds under this notice for the following:

- Cash payment to intended recipients of RWHAP services.
- Construction. (Minor alterations and renovations to an existing facility to make it more suitable for the purpose of the program are allowable with prior HRSA approval).
- International travel.
- Pre-exposure prophylaxis (PrEP) or post-exposure [prophylaxis (PEP) medications or the related medical services (see the RWHAP and PrEP program letter).
- Syringe Services Programs (SSPs). Some aspects of SSPs are allowable with HRSA's prior approval and in compliance with HHS and HRSA policy.
- 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).
- Development of materials designed to directly promote or encourage intravenous drug use or sexual activity.

Please see [PCN 15-01](#) Treatment of Costs under the 10% Administrative Cap for Ryan White HIV/AIDS Program Parts A, B, C, and D and Frequently Asked Questions for information regarding the statutory 10% limitation on administrative costs.

The key personnel listed in [Attachment 2](#) must principal investigators.

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. For example, this could include utilities for a building that supports multiple projects. Learn more at [45 CFR 75.414](#), Indirect costs.

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 at time of award.

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

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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 select Get Started. From the same page, you can also select the Entity Registration Checklist to find out what you'll need to register.

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-25-053.

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

For more information about this opportunity, join the webinar on January 6, 2025, at 2:30 PM ET. You can join at: <https://hrsa-gov.zoomgov.com/meeting/register/vJltfu2grTsvGJfnp9xBwK3PS7ldvhxZtvE>

- Meeting ID: 160 948 3052
- Passcode: M1ENGc0V

If you are not able to join through your computer, you can call in at (833) 568-8864 with meeting ID 160 948 3052.

We will record the webinar. If you are not able to join live, you can replay it on the [TargetHIV website](#).

Need Help? See [Contacts and Support](#).



Step 3:

Prepare Your Application

In this step

Application contents and format

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Application contents and format

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

Application page limit: 50 pages.

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

Make sure you include each of these:

Components	Submission format
Project abstract	Use the Project Abstract Summary form.
Project narrative	Use the Project Narrative Attachment form.
Budget narrative	Use the Budget Narrative Attachment form.
Attachments	Insert each in the Other Attachments form.
Other required forms	Upload using each required form.

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 3.12 of the [Application Guide](#).

Project narrative

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

Use the section headers and the order listed here.

Introduction

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

Briefly describe the purpose of your project.

Need

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

- Describe your staff's expert understanding of the RWHAP's programmatic and data reporting requirements. You can include subcontractors and consulting staff.
- Briefly describe how your proposed activities respond to the [program goals](#).
- Increase data-related capacity and improve ease of submission, completeness, ease of submission, accuracy, and consistency of program data:
 - Develop data integration activities such as extracting and linking data from external data systems to support overall data quality, completeness, and accuracy, as well as clinical and programmatic development.
 - Enhance processes that recipients and sub-recipients use to: (a) collect, (b) integrate, (c) report, and (d) utilize data.
- Increase overall data quality.

Approach

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

- Describe how you will assess, in collaboration with HRSA best practices for identifying the needs of recipients/subrecipients related to data integration, data systems, and data quality.
- Briefly describe your expertise in identifying potential RWHAP recipients and subrecipients in need of T/TA.
 - Your approach should be based on assessments of unmet needs, HIV prevalence data, targeted outreach, geo-mapping, or other techniques aimed at locating areas of greatest need for these types of T/TA.
 - Include findings from the information-gathering to illustrate the process for determining appropriate T/TA resources provided by the DISQ program.
- Describe your process for identifying and developing multiple methods to deliver T/TA virtually and in-person using adult learning strategies.
 - Your strategy should consider learning needs for:
 - RWHAP recipients and subrecipients.
 - People who learn best through self-learning.

- People who do not use English as their primary language.
- People with disabilities, including people who are blind, deaf, or hard of hearing.
- Briefly describe the past effectiveness of the proposed adult learning methodology, tools, and communication strategies.
- Describe how the proposed activities will contribute to the current national HIV environment and complement the RWHAP.
- Describe your process to use the TargetHIV website to host T/TA materials, tools, webcasts, and other resources for RWHAP recipients and subrecipients.

High-level work plan

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

Provide a high-level narrative describing your work plan:

- Describe the activities or steps that you will use to complete each of the activities proposed during the entire project period. Be sure to discuss all the activities listed in the [cooperative agreement requirements](#).
- Describe how your activities support the [program objectives](#).
- Explain how your organization will deliver T/TA that meets the needs of RWHAP recipients and subrecipients.
- Describe the format (virtual, in-person, narrated recorded video, etc.) that your proposed activities will use.
- Discuss any planned collaboration between your agency and other entities to accomplish these activities.
- Describe how you will develop, design, and deliver creative T/TA tools to facilitate information sharing, self-learning, and collaboration.
- Describe how your T/TA tools and resources will endure after the cooperative agreement ends.
- Describe how you will publish T/TA resources that will be available to a larger audience beyond RWHAP recipients and subrecipients.
- Describe how your organization will assess RWHAP recipients' data-reporting needs.

In your [attachments](#), you must also provide a detailed work plan in table format using Microsoft Excel or Word.

- Include your project goal, objectives, activities, action steps, and priority audience. Include measurable outcomes, milestone dates, and responsible staff members.

- Your objectives must be SMART: **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime bound.
- The work plan must include appropriate milestones and any products you will develop. We will use these plans to evaluate progress if you receive the award.

Resolving challenges

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

- Describe challenges you might encounter in designing and implementing your project activities or in meeting the expectations outlined in the project narrative.
- Discuss how you will identify and respond to these challenges. Discuss relevant challenges you encountered in implementing similar work plans, and how you resolved them.

Performance reporting and evaluation

See merit review criteria 3: [Evaluation measures](#) and 5: [Resources and capabilities](#)

- **Outcomes.** Describe the expected outcomes (desired results) of the funded activities.
- **Performance Measurement and Reporting.** See reporting manual for performance measure requirements and examples of reporting forms.
 - Describe how you will collect, and report required performance data accurately and on time.
 - Describe how you will manage and securely store data, including how you will protect data against cybersecurity threats, breaches, or other loss of data integrity.
 - Describe how you will monitor and analyze performance data to support continuous quality improvement.
 - Describe how you will monitor and analyze performance data to support continuous quality improvement.

Program evaluation

The evaluation should examine processes and progress towards goals, program objectives, and expected outcomes. Evaluations must follow the HHS Evaluation Policy, as well as the standards and best practices described in [OMB Memorandum M-20-12](#).

Describe your plan to evaluate the project. Include:

- The evaluation questions, methods, data to be collected (quantitative and qualitative), and timeline for implementation.
- The evaluation barriers and your plan to address them.

- The evaluation capacity of your organization and staff. Include experience, skills, and knowledge.
- How you will disseminate results.
- How you will assess whether your dissemination plan is effective, whether the results are national in scope, and the extent of potential replication.

See [reporting](#) for more information.

Sustainability

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

- We expect you to sustain key project elements that improve practices and outcomes for the target population. Propose a plan for project sustainability after the period of federal funding ends.
 - Highlight key elements of your projects. Examples include training methods or strategies that have been effective in improving practices.
 - Describe the actions you'll take to obtain future sources of funding.
 - Determine the timing to become self-sufficient.
 - Discuss challenges that you'll likely encounter in sustaining the program. Include how you will resolve these challenges.

Organizational information

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

- Describe your organizational profile and project partners.
- Describe your key staff's experience, skills, training, and knowledge of RWHAP, including legislative and programmatic requirements and data-collecting requirements.
- Describe collaborative efforts with RWHAP partners, recipients, and subrecipients that will help you meet the program goals.
- Describe your organization's experience working with RWHAP recipients and subrecipients on service delivery and data collection requirements.
- Discuss how you'll follow the approved plan, account for federal funds, and record all costs.
- Describe your past performance managing collaborative federal grants at the national level.
- Describe your organization's experience developing and disseminating T/TA materials and providing data collection assistance to RWHAP recipients and subrecipients. Include the number of years of experience.

You will also include some supporting information in your [attachments](#).

Budget and budget narrative

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

The budget should follow the instructions in Section 3.1.4 Project Budget Information - Non Construction Programs (SF-424A) Budget 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 [supplies](#) 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 incurred 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 Memorandum of Execution, 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 requested costs. The merit review committee reviews both.

The budget narrative includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- Your organization must possess the key personnel necessary to manage and achieve the project goals.
- Your budget proposal must justify proposed staff, contracts, and related project activities.
- The restrictions on spending funds. See [funding policies and limitations](#).

To create your budget narrative, see detailed instructions in Section 3.15 of the [Application Guide](#).

Attachments

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

Attachment 1: Work plan

Counts toward page limit.

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

Attachment 2: Staffing plan and job descriptions

Counts toward page limit.

See Section 3.1.7 of the [Application Guide](#).

Include a staffing plan that shows the staff positions that will support the activities and key information about each. Justify your staffing choices, including training and experience qualifications and your reasons for the time you request for each staff position. Staffing plan should indicate the key personnel who will be issued a personal identity verification (PIV) card.

Key personnel will need to apply for and receive a PIV card from HHS to ensure their ability to encrypt and decrypt, recover, review, and analyze RWHAP data. Key personnel will be required to complete a background investigation and a PIV issuer training to obtain the PIV card.

For key personnel, attach a one-page job description. It must include the role, responsibilities, and qualifications.

Attachment 3: Biographical sketches

Does not count toward the page limit.

Include biographical sketches for people who will hold the key positions you describe in Attachment 2.

Each biographical sketch should be no more than two pages. Do not include non-public personally identifiable information. If you include someone you have not hired yet, provide a letter of commitment from that person along with the biographical sketch.

Attachment 4: Agreements with other entities

Counts toward page limit.

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 subrecipients and contractors and any deliverable. Make sure you sign and date any letters of agreement.

Attachment 5: For multi-year budgets

For the fifth budget year, submit a copy of Section B of the SF-424A as an attachment. We do not count this in the page limit however, any related budget narrative does count. See Section 3.1.4 of the [Application Guide](#).

Attachment 6: Funding priority documentation

Counts toward page limit.

Provide documents that prove you qualify as a competing continuation applicant, if applicable.

See [\[selection process\]\(#79-step-4-learn-about-review-and-award-selection-process\)](#) for information about how this documents apply.

Attachment 7: Project organizational chart

Counts toward page limit.

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

Attachment 8: Tables and charts

Counts toward page limit.

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

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.

Forms	Submission Requirement
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application or before award.



Step 4:

Learn About Review and Award

In this step

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Application review

Initial review

We review each application to make sure it meets basic 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.

We will not review any application that fails to indicate key personnel applying for and being eligible to receive a PIV card from HHS.

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	15 points
2. Response	25 points
3. Performance reporting and evaluation	25 points
4. Impact	10 points
5. Resources and capabilities	15 points
6. Support requested	10 points

Criterion 1: Need (15 points)

See Project Narrative [Introduction](#) section.

The panel will review your application for how well it:

- Describes the problem and its contributing factors.
- How well the applicant demonstrates an expert understanding of RWHAP's programmatic and data-reporting requirements.
- How well the applicant describes how the proposed project responds to the four goals of the DISQ T/TA program.

Criterion 2: Response (25 points)

See Project Narrative [Approach](#), [High-Level Work Plan](#), and [Resolving Challenges](#) sections.

Approach (10 points)

The panel will review your application for:

- How well the applicant demonstrates a comprehensive understanding of best practices for identifying need.
- How well the applicant demonstrates their ability to identify RWHAP recipients and subrecipients in need of T/TA.
- How well the applicant demonstrates their ability to identify appropriate T/TA resources for RWHAP recipients and subrecipients.
- How strong and feasible applicant's proposed methods to deliver T/TA are. These methods may be virtual, in person, or both.
- How well the applicant's proposed T/TA strategies consider the different learning needs of people who learn best through self-learning, people with disabilities, and people whose primary language is not English.
- How well the applicant demonstrates that their proposed methodology has previously been effective in the same or similar areas of need.
- How clearly the applicant describes how the activities will contribute to the current national HIV environment and complement RWHAP.
- How well the applicant proposes to use the TargetHIV website to host all T/TA products.

Work plan (10 points)

- How strong and feasible each proposed T/TA activity is.
- How strong and feasible the applicant's proposal to deliver T/TA activities to RWHAP recipients and subrecipients is.
- How clearly the work plan proposes activities to achieve items listed in the [cooperative agreement requirements](#).
- How strong proposed activities to facilitate information sharing, self-learning, and collaborative TA are.
- How well the applicant demonstrates knowledge of adult learning strategies that include the use of multiple learning format modalities.
- How well the proposed T/TA will result in tools, products, or resources that are designed for continued use after the end of the cooperative agreement.
- The extent to which the activities of the work plan are measurable and achievable.

- The extent to which the timeline of the work plan is measurable and achievable.
- How well the work plan includes clear project goals, objectives, action steps, priority audience, milestone dates, responsible persons, and milestones for products to be developed.

Resolving challenges (5 points)

- How clearly and fully the applicant describes challenges in meeting the expectations of this award.
- How clearly the applicant describes their plan to resolve these challenges.
- How strong and feasible is the applicant's plan to resolve challenges.
- How clearly the applicant describes resolving challenges in similar situations.

Criterion 3: Performance reporting and evaluation (25 points)

See Project Narrative [Performance Reporting and Evaluation](#) section.

The panel will review your application for:

Evaluation

- Overall approach and methodology to evaluate project results against goals and objectives and gain insights into program outcomes and impact.
- How clear and comprehensive the proposed evaluation plan is.
- The strength of the plan to assess how RWHAP recipients and subrecipients receive and use T/TA.
- How clearly the evaluation plan and methods show the impact of the program's T/TA activities.
- How strong and feasible the evaluation methodology is. The methodology should use both quantitative and qualitative information.
- How well the proposed evaluation methods will show that the project has met its objectives.

Performance measurement

- Evidence that the measures assess how well program objectives have been met and to what extent the results are attributed to the project.
- How strong and clear the proposed methods to collect data are.
- How well the applicant provides clear evidence that they have sufficient and appropriate resources to implement the T/TA and evaluation.
- How well the applicant demonstrates that the organization has the necessary expertise analyze the collected data.

- How well the proposed methods will be able to monitor and evaluate the overall progress and results of the program.

Criterion 4: Impact (10 points)

See Project Narrative [High-Level Work Plan](#) section.

The panel will review your application for:

- The extent to which the proposed T/TA activities are national in scope and will meet the goals of the program.
- How well the applicant demonstrates that the proposed methods will adequately meet the needs of those receiving the T/TA.
- How fully the applicant describes how they will distribute information about the success of the T/TA.
- How well the applicant demonstrates how they will make effective tools and resources developed through this program available to wider audiences.
- How likely the program will continue beyond the federal funding.

Criterion 5: Resources and capabilities (15 points)

See Project Narrative [Organizational Information](#) and [Performance reporting and evaluation](#) sections.

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

- Project personnel have the training and experience to carry out the project.
- The staffing plan, including training and experience of proposed staff, demonstrates the expertise needed to carry out the project plan.
- The applicant includes an organizational chart that shows sufficient staffing for the activities.
- The applicant demonstrates that internal and consultant staff have an expert understanding of RWHAP, particularly its legislative, programmatic, and data-reporting requirements.
- The applicant organization's capabilities and the quality and availability of facilities.
- Experienced personnel to fulfill the needs and requirements of the proposed project. This should also include the attributes of any contracted organizations.
- The applicant can follow the approved project plan and account for all funding allocations and expenditures.
- The applicant demonstrates their performance in prior national-level activities, including experience in the management of federal funds.

- The applicant demonstrates their organization's years of experience developing and disseminating T/TA resources and materials for data collection.

Criterion 6: Support requested (10 points).

See [Budget and Budget Narrative](#) section.

The panel will review your application to determine:

- Key personnel have adequate time devoted to the project to achieve project objectives.
- How reasonable the proposed budget for each year of the project is, relative to the objectives, the complexity of the activities, and the anticipated results.
- How clearly the budget justifies the proposed staff, contracts, and other requested resources.

We do not consider voluntary cost sharing during merit review.

Risk review

Before making an award, we review your award history to assess risk. We need to ensure all prior awards were managed well and demonstrated sound business practices. We:

- Review any applicable past performance.
- Review audit reports and findings.
- Analyze 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 more than \$250,000 over the period of performance. You can comment on your organization's information in SAM.gov. We'll consider your comments before deciding 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, funding preferences, and special considerations 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 recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

Funding priorities

This program includes a funding priority, imposed by HRSA policy. A funding priority is a favorable adjustment of combined review scores of individually approved applications when applications meet specified criteria. The Ryan White HIV/AIDS Program Data Integration, Systems, and Quality TA program has one funding priority:

Priority 1: Program compliance (5 points)

We will give you a funding priority if you are a competing continuation applicant who is assessed by HRSA to have satisfactorily accomplished the project activities and met reporting requirements during the most recent period of performance.

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.



Step 5:

Submit Your Application

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Application submission and deadlines

Your organization's authorized official must certify your application. 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

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

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

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.

See [Contacts and Support](#) if you need help.

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.	Yes
☐ 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		No
☐ 4. Agreements with other entities		Yes
☐ 5. Multi-year budgets, fifth year budget		Yes
☐ 6. Funding preference or priority documentation		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), optional		No
☐ Project/Performance Site Location(s)		No
☐ Grants.gov Lobbying Form		No

Component	How to Upload	Included in page limit?
☐ Key Contacts		No

* Only what you attach in these forms counts toward the page limit. The form themselves do not count.



Step 6:

Learn What Happens After Award

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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).
- 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](#).
- See the requirements for performance management in [2 CFR 200.301](#).
- All publications developed or purchased with funds awarded under this notice must be consistent with the requirements for the program pursuant to 45 CFR § 75.322(b) and 45 CFR § 75.322(d). Follow [How to Acknowledge Federal Funding](#) pertaining to the acknowledgment and disclaimer on all products produced by HRSA award funds.

Health information technology interoperability

If you receive an award, you must agree that where your activities involve implementing, acquiring, or upgrading health IT, you, and all your subrecipients will:

- Meet the standards and specifications in [45 CFR part 170, subpart B](#), if those standards support the activity.
- If the activities relate to activities of eligible clinicians in ambulatory settings or hospitals under Sections 4101, 4102, and 4201 of the HITECH Act, that you will use only health IT certified by the [Office of the National Coordinator for Health Information Technology \(ONC\) Health IT Certification Program](#).

If standards and implementation specifications in [45 CFR part 170, subpart B](#) cannot support the activity, we encourage you to use health IT that meets non-proprietary standards and specifications of consensus-based standards development organizations. This may include 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 to promote 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 personally 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 4 of the [Application Guide](#). The NOA will provide specific details.

You must also follow these program-specific reporting requirements:

- Award recipients must comply with Section 6 of HRSA's *SF-424 Application Guide* **and** the following reporting and review activities:
- Progress reports: The recipient must submit a progress report to HRSA every four months. Further information will be available in the NOA.



Contacts and Support

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Agency contacts

Program and eligibility

Contact Name

Shelita Merchant

Chief, Data Management and Analysis Branch

Email your questions to: smerchant1@hrsa.gov

Call: 240 535-8700

Kwasi Apraku-Gyau (JK), MBA, CPM

Sr. Management Analyst

Office: 301-443-0047

kaprakugyau@hrsa.gov

Financial and budget

Beverly Smith Grants Management Specialist

Division of Grants Management Operations, OFAAM

Health Resources and Services Administration

E-mail: bsmith@hrsa.gov

Call: 301-443-7065

HRSA Contact Center

Open Monday – Friday, 7 a.m. – 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](#)
- [TargetHIV](#)
- [Grants.gov](#)

Endnotes

1. A software application first released in 2000 by HRSA HAB to help meet the data collection and reporting needs of RWHAP grant recipients. [↑](#)
2. [TargetHIV](#) hosts tools, webcasts, training, and other resources to assist RWHAP-funded programs. [↑](#)