


OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH

# FY2019 FOA Technical Assistance Webinar: Funding Opportunity Announcement: Preventing HIV Infection in Women through Expanded Intimate Partner Violence (IPV) Prevention, Screening, and Response Services

WH-AST-19-001

*Tuesday, April 30, 2019*



# WH-AST-19-001 Project Team

- Office on Women's Health
  - LT Dantrell Simmons, Project Officer
  - Brittany Perrotte, OWH Evaluation Lead
  - Dr. Beth Collins Sharp, Director of the Division of Program Innovation
  - Dr. Dorothy Fink, Deputy Assistant Secretary for Women's Health, Director of the Office on Women's Health
- Office of Grants Management
  - Dr. Scott Moore, Director of the Office of Grants Management

# WH-AST-19-001 TA Webinar

- Technical Assistance Webinar Objectives
  - Discuss the Vision, Mission, and Goals of OWH
  - Review Preventing HIV Infection in Women through Expanded Intimate Partner Violence (IPV) Prevention, Screening, and Response Services Funding Opportunity Announcement (FOA)
  - Discuss submission and content requirements for this FOA
    - ✓ Purpose
    - ✓ Eligibility
  - How to apply
  - Questions and Answers

# Office on Women's Health

- **Vision**
  - All women and girls achieve the best possible health
- **Mission**
  - The Office on Women's Health provides national leadership and coordination to improve the health of women and girls through policy, education, and innovative programs
- **Goals**
  - Inform and influence policies
  - Educate the public
  - Educate professionals
  - Develop and expand innovative approaches

- Websites: www.womenshealth.gov and www.girlshealth.gov

# OWH- IPV and HIV Initiatives

- History of Partnering with the DHHS Violence against Women Steering Committee and the National HIV/AIDS Strategy workgroup.
- Resources:
  - The IPV Provider Network: Engaging the Health Care Provider Response to Interpersonal Violence (IPV) Against Women
  - HIV Prevention Toolkit: A Gender-Responsive Approach
  - Cross-Learning Training and Collaboration Guide in DV and HIV.
  - National Women and Girls HIV/AIDS Awareness Day — celebrated March 10
  - Hoover, K. W., Hu, X., Porter, S. E., Buchacz, K., Bond, M. D., Siddiqi, A. E., & Haynes, S. G. (2019). HIV diagnoses and the HIV care continuum among women and girls aged≥ 13 years-39 states and the District of Columbia, 2015-2016. *Journal of acquired immune deficiency syndromes (1999)*.

# WH-AST-19-001 Award Information

- **OWH Award Information**
  - Estimated Funds Available for Competition: $3,100,000
  - Anticipated Number of Awards: 2-5
  - Funding Range: $500,000-$1,033,333 per budget period
  - Anticipated Start Date: 7/1/19
  - Period of Performance: 2 years
  - Budget Period Length: 12 months
  - Type of Award: Cooperative Agreement
  - Type of Application Accepted: electronically via Grants.gov ONLY unless an exemption is granted
- **Due Date**
  - June 12, 2019 by 6 PM ET

# WH-AST-19-001 FOA Goals

- **Goal 1:**
  - Support victims/survivors to lessen harms after experiencing IPV, including activities that aim to prevent HIV transmission, increase HIV screening, and improve access to services for individuals with newly acquired HIV infections

- **Goal 2:**
  - Promote social norms that protect against IPV

# WH-AST-19-001 FOA Sections

- Program Description
  - Purpose
  - Background
    - ✓ Definitions
    - ✓ STOP SV Technical Package
- Key Issue
- OWH Expectations of Recipients

# WH-AST-19-001 FOA Sections
# Cooperative Agreement Overview

- A cooperative agreement is an award instrument of financial assistance where the program office anticipates substantial programmatic involvement with the recipient during performance of the project or activity.
  - Provide prior approval for change of time that Key Personnel, other than the Project Director or Principal Investigator, are dedicated to the project and for replacement of Key Personnel. Key Personnel includes any position that supports day-to-day project management in addition to Project Director, such as Project Manager and Project Coordinator. The Local Evaluator is considered a central and key role for the project and will be in direct communication with program staff on a par with other key personnel. (Note changes to the Project Director or Principal Investigator are governed by regulation. 45 C.F.R. § 75.329.)
  - Provide guidance and support in the design and development of the project, including but not limited to the integration of gender-based approaches and the design of activities aligned with the STOP SV Technical Package. Consult with the awardee to support the design, questions, and success measures for recipients' local evaluations and establish common measures to be collected by all project teams.

# WH-AST-19-001 FOA Sections
# Cooperative Agreement Overview-cont'd.

- Serve as a resource to provide programmatic and evaluation support during the conduct of the program.
- Have frequent communications with the Project Officer (PO), Project Manager and Evaluation Lead to discuss progress and consult on next steps.
- Participate in the preparation of publications and public presentations of the data obtained under this cooperative agreement and consult with the awardee throughout the preparation and dissemination of materials related to the project. Review of recipient progress during the planning period and agreement to move forward with full implementation.
- Review of the design, questions, and success measures for recipient evaluations.

# WH-AST-19-001 FOA Sections cont'd.

- **D. Application and Submission Information cont'd.**
  - Budget Narrative
  - Project Narrative
  - I. Problem Statement
  - II. Goals and Objectives
    - ✓ Goal 1: Support victims/survivors to lessen harms after experiencing IPV, including activities that aim to prevent HIV transmission, and increase HIV screening, and improve access to services for individuals with newly acquired HIV infection
    - ✓ Goal 2: Promote social norms that protect against IPV

# WH-AST-19-001 FOA Sections cont'd.

- **D. Application and Submission Information cont'd.**
  - III. Program Plan
    - ✓ Clearly identify:
      - – Plan for addressing problems or issues
      - – Role and makeup of potential partners and, if applicable, sub-recipients
        - » Include level of effort for each partner/sub-recipient
      - – Specific details of intervention strategies, expected outcomes, barriers for each year of award
    - ✓ Target populations served

# WH-AST-19-001 FO: *STOP SV* Technical Package

- Program plan should identify and describe activities associated with all applicable STOP SV strategy areas, including the two required STOP SV strategy areas:
  - **Promote social norms that protect against violence**
  - **Support victims/survivors to lessen harms**
  - Teach Skills to Prevent Sexual Violence
  - Provide Opportunities to Empower and Support Girls and Women
  - Create Protective Environments

- https://www.cdc.gov/violenceprevention/pdf/sv-prevention-technical-package.pdf.

# WH-AST-19-001 FOA Sections cont'd.

- **D. Application and Submission Information cont'd.**
  - IV. Evaluation Plan
    - ✓ The summary of the proposed evaluation plan should include:
      - Proposed local process and outcome measures tied to the risk and protective factors identified in the needs assessment
      - A theory-driven process for implementing this evaluation plan and analyzing results throughout the life of the project
      - Potential data collection instruments and plans for obtaining IRB approval when appropriate
      - Process to manage quarterly reporting requirements on common measures and other performance targets
      - Preparation of a final report submitted to OWH within 90 days following the end of the grant period.

# WH-AST-19-001 FOA Sections cont'd.

- **D. Application and Submission Information cont'd.**
  - V. Dissemination
  - VI. Sustainability
  - VII. Organizational Capability
  - Appendices

# WH-AST-19-001 FOA Sections cont'd.

- **E. Application Review Information**
  - Factor 1: Understanding of the Problem in the Priority Community (20pts)
  - Factor 2: Technical Approach and Work Plan (35 pts)
  - Factor 3: Evaluation and Performance Measurement (10pts)
  - Factor 4: Organizational Capability, Project Management, and Experience (35pts)

# Office of Grants Management

# Submission Dates and Times

- **Your application is due by 6 p.m. Eastern Time on June 12, 2019.**
- Your submission time will be **determined by the date and time stamp provided by Grants.gov when you complete** your submission.
- Strongly encouraged to submit your application a minimum of 3-5 days ***prior*** to the application closing date.
- Grants.gov may take up to 48 hours to notify you of a successful submission.
- If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration.

# Eligible Applicants (FOA, pg. 19)

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

# Eligible Applicants Examples

- State governments
- County governments
- City or township governments
- Native American tribal governments (federally or state recognized)
- Community- and faith-based nonprofit organizations
- Nonprofits having 501(c)(3) status with the IRS
- Public, state-controlled, and private nonprofit Institutions of higher education
- Other nonprofit school districts or entities

# Cost Sharing or Matching

You are not required to provide cost-sharing or matching in your proposed budget.

# Funding Announcement Role

- The Funding Opportunity Announcement (FOA) provides information and guidance related to applications.
- Read the **entire** funding announcement.
- Follow the FOA carefully!
- The information provided in the FOA takes precedence over any conflicting information in other documents.

# Address to Request Application Package

- Obtain an application package electronically by accessing Grants.gov at http://www.grants.gov/
- Find it by searching with the CFDA number provided on page 1 of the FOA
- CFDA Number is: 93.088
- Be sure to subscribe to the announcement in Grants.gov so you receive notification of any updates to the FOA or supporting documents

# Application Submission

- OASH requires that all applications be submitted electronically via Grants.gov unless an exemption has been granted. If you submit an application via any other electronic communication, it will not be accepted for review.

- Access Grants.gov website portal. All funding opportunities and grant application packages are made available on www.Grants.gov.

- An application will not be considered valid until all application components are entered in Grants.gov and received by the HHS Office of Grants Management according to the deadlines specified in the “DATES” section on page 1 of the FOA.

- Contact Grants.gov with any questions or concerns regarding the electronic application process 1-800-518-4726.

# Application Submission (cont'd)

Applications must be submitted as **three (3)** files:

- Upload #1: The ENTIRE **project** narrative
- Upload #2: The ENTIRE budget narrative, including supporting documentation described in the **Budget Narrative** content section
- Upload #3: All documents in the **appendices uploaded in the Attachments section of your Grants.gov application as a single acceptable file**

**Exceptions:** Required standard forms **do not** apply to the submission requirements as stated in **Disqualification Criteria**

# Application Submission (cont'd)

- Any  files uploaded or attached to the Grants.gov application must be of the following file formats – Microsoft Word, Excel or PowerPoint, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only).

- HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF. If you convert to a PDF document prior to submission, you may prevent any unintentional formatting that might occur with submission of an editable document.

# Application Submission (cont'd)

- **Be complete** and do not leave blanks on forms unless the information is not applicable.
- The individual submitting the application forms must have the legal authority to act on behalf of the organization.

# Application Submission (cont'd)

- To ensure successful submission of your application, carefully follow the step-by-step instructions provided at http://www.grants.gov/web/grants/applicants/apply-for-grants.html

- These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information.

# Application Elements (FOA pg 67-68)

- Application for Federal Assistance (SF-424)
- Budget Information for Non-construction Programs (SF-424A)
- Assurances for Non-construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL)
- Project Abstract Summary
- Project Narrative – Submit all Project Narrative content as a single acceptable file.
- Budget Narrative – Submit all Budget Narrative content as a single acceptable file.
- Appendices – Submit all appendix content **as a single acceptable file**, in the **Attachments section of your Grants.gov application**.

# Application Format

- Be sure to follow Project Narrative format instructions in the FOA. Your application will be disqualified if it does not conform to the format requirements.
- You *must* double-space the Project Narrative pages.
- You *must* use 12-point font.
- You should use an easily readable typeface, such as Times New Roman or Arial.
- You may single-space tables or use alternate fonts but you must ensure the tables are easy to read.
- For Appendices and Budget Narrative, you should use the same formatting specified for the Project Narrative.
- Appendix documents such as résumés may use alternate formats common to such documents.

# System for Award Management (SAM)

- Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations.

- If you are registering a new entity in SAM.gov, you must mail an “Entity Administrator Notarized Letter” to the **FEDERAL SERVICE DESK,** ATTN: SAM.GOV Registration Processing. Your notarized letter with the details required must be mailed. Your registration will not be activated until the letter is submitted and reviewed.

- Minimum timeframe to complete an initial SAM registration (30 minutes).

- Timeframe for applicant’s registration to become active (up to 10 days).

- SAM registration **MUST** be renewed each year.

# SAM (cont'd)

- Average timeframe for updates to take effect in Grants.gov (72 hours).
- Recommend applicants check active registration in SAM well before application deadline.
- If successful and receive award must maintain an active SAM registration w/current info at all times during the active award.
- If you have not complied with these requirements, HHS/OASH
  - May determine you are not qualified to receive an award; and
  - May use that determination as a basis for making an award to another applicant.

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

# Funding Restrictions

- Allowability, allocability, reasonableness, and necessity of direct expenses; indirect costs may be charged on HHS/OASH grants in accordance with Department regulations and current policy effective at the time of the award

- Current requirements can be found online via 45 CFR part 75 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards”

- Indirect costs may be included per 45 CFR 75.414. Applicants should indicate which method or rate is used for this application

- Current Salary Limitation: $192,300 effective January 2019

# Budget Narrative and Forms

## The Project Budget Information

- SF 424A budget forms
- Budget narrative
- Detailed budget justification

- Must be consistent with the requirements of the FOA
- Budgeted costs must reflect proposed activities
- Forms, narrative and detailed justification do not count towards page limit
- Budget line item descriptions and justification requirements are explained in FOA
- Refer to suggested table formats in the FOA

# Application Disqualification Criteria – 1 (FOA pgs. 20-21)

- Submitted electronically via www.grants.gov by due date and time (unless an exemption was granted two (2) business days prior to the deadline).
- If you successfully submit multiple applications for the same project, we will only review the last application received by the deadline.
- HHS/OASH/OGM deems your application eligible.
- Project Narrative must be double-spaced, on the equivalent of 8.5” X 11” page size with 1” margins on all sides and font size not less than 12 points.
- Application meets the Application Responsiveness Criteria.

# Application Disqualification Criteria – 2 (FOA pg. 19)

| | FOA pg. 19 |
|---|---|
| Your Federal funds including indirect costs **does not exceed the maximum** indicated in Award Ceiling. | $1,033,333 |
| Your Federal funds request including indirect costs **is not below the minimum** indicated in Award Floor. | $500,000 |
| Project narrative **does not exceed** | 25 |
| Total Application, including Project Narrative plus appendices **does not exceed** | 50 |

# Application Review

- Applications that lack the required supporting documentation or submit additional appendix files will not be disqualified from competitive review; however, it may impact your application's scoring under the evaluation criteria.

- Be sure to follow submission instructions carefully.

# Application Review (cont'd)

- Eligible applications will be reviewed and scored by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the Program Announcement.
- Objective Review Committee process is formal and confidential. Federal staff are available for questions and to ensure the process is consistent and fair, but do not participate in discussion and scoring.
- Applications are also reviewed by:
  - OGM staff for administrative & business compliance.
  - Program Office staff for programmatic compliance.

# Funding Decisions

- The Deputy Assistant Secretary on Women's Health will take into consideration the following Community and setting specific elements:
    - Clearly defined target population
    - Epidemiological data
    - Demographic data
    - Geographic region or specific community

- Recommendations for funding will be made to the Grants Management Officer to conduct risk analyses.

# Funding Process

- **We are not obligated to make any Federal award as a result of this announcement.**
- **Only the grants officer can bind the Federal government to the expenditure of funds.**
- If you receive communications to negotiate an award or request additional or clarifying information, **this does not mean you will receive an award; it only means that your application is still under consideration.**
- **All award decisions, including level of funding if an award is made, are final and you may not appeal.**

# Funding Process: Review of Risk Posed by Applicant

- HHS/OASH will evaluate each application in the fundable range for risks posed by the applicant before issuing an award in accordance with 45 CFR 75.205

- OASH will use a risk-based approach and may consider any items such as the following as stated in the FOA:
  - Applicant's financial stability;
  - Quality of management systems and ability to meet the management standards prescribed in 45 CFR part 75;
  - History of performance – Applicants record in managing Federal awards including timeliness of compliance with applicable reporting requirement, conformance to the terms and conditions of previous Federal awards;
  - Reports and findings from audits performed; and
  - The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

# Funding Process - 1

## Notice of Award (NOA)

- Notifies the successful applicant of the selection; award amount; project & budget periods

- Includes any conditions on the award (for example, requirements that must be met as a condition of receiving the grant funds)

- Includes standard terms, reporting requirements and contact information for OGM and the Program Office

# Funding Process - 2

- If we do not make an award to you because we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR §75.205(a)(2), we must report that determination to FAPIIS, if certain conditions apply.

- At a minimum, if you are a prior Federal award recipient, information in the system must indicate that your organization "*demonstrates a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics."* 45 CFR § 75.205(a)(2)

- This information will then be available for other organizations to review when considering you for an award.

# Funding Process - 3

- OGM is the official contact for the grantee.
- All official communication related to the grant is between OGM and the successful applicant.
- Program Office will notify unsuccessful applicants via letter.

# Questions and Answers

# Preventing HIV Infection in Women through Expanded Intimate Partner Violence (IPV) Prevention, Screening, and Response Services- FOA Inquiries

Programmatic Requirements
Office on Women's Health
Division of Program Innovation
Contact Name: LT. Dantrell Simmons
Email: Dantrell.Simmons@hhs.gov

Administrative and Budgetary Requirements
HHS/OASH/Office of Grants Management
Grants Management Specialist
Contact Name: Amanda Osborne
Email: Amanda.Osborne@hhs.gov