



Health Resources & Services Administration

HIV/AIDS Bureau

Ryan White HIV/AIDS Program

# Ending the HIV Epidemic in the U.S. – Technical Assistance Provider (HRSA-25-064) and Ending the HIV Epidemic in the U.S. – Systems Coordination Provider (HRSA-25-065)

Opportunity number: HRSA-25-064 and HRSA-25-065

Modified 8/29/2024:  
corrected NOFO  
announcement number in Step  
1: Purpose Section



# Contents

|                                                                                                                                 |                  |
|---------------------------------------------------------------------------------------------------------------------------------|------------------|
| Before you begin                                                                                                                | 4                |
| <hr/>                                                                                                                           |                  |
|  <b>Step 1: Review the Opportunity</b>         | <b><u>5</u></b>  |
| Basic information                                                                                                               | 6                |
| Summary                                                                                                                         | 6                |
| Key facts                                                                                                                       | 6                |
| Key dates                                                                                                                       | 7                |
| Funding details                                                                                                                 | 7                |
| Eligibility                                                                                                                     | 7                |
| Program description                                                                                                             | 9                |
| Award information                                                                                                               | 13               |
| <hr/>                                                                                                                           |                  |
|  <b>Step 2: Get Ready to Apply</b>            | <b><u>17</u></b> |
| Get registered                                                                                                                  | 18               |
| Find the application package                                                                                                    | 18               |
| Application writing help                                                                                                        | 18               |
| <hr/>                                                                                                                           |                  |
|  <b>Step 3: Write Your Application</b>       | <b><u>20</u></b> |
| Application contents and format                                                                                                 | 21               |
| <hr/>                                                                                                                           |                  |
|  <b>Step 4: Learn About Review and Award</b> | <b><u>35</u></b> |
| Application review                                                                                                              | 36               |
| Selection process                                                                                                               | 45               |
| Award notices                                                                                                                   | 45               |
| <hr/>                                                                                                                           |                  |
|  <b>Step 5: Submit Your Application</b>      | <b><u>46</u></b> |
| Application submission and deadlines                                                                                            | 47               |
| Application checklist                                                                                                           | 48               |
| <hr/>                                                                                                                           |                  |

|                                                                                   |                                               |                  |
|-----------------------------------------------------------------------------------|-----------------------------------------------|------------------|
|  | <b>Step 6: Learn What Happens After Award</b> | <b><u>50</u></b> |
|                                                                                   | Post-award requirements and administration    | <u>51</u>        |
| <hr/>                                                                             |                                               |                  |
|  | <b>Contacts and Support</b>                   | <b><u>54</u></b> |
| <hr/>                                                                             |                                               |                  |
|                                                                                   | Endnotes                                      | <u>57</u>        |



# 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 October 22, 2024**

Applications are due by 11:59 p.m. Eastern Time on October 22, 2024.



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   | <a href="#">6</a>  |
| Summary             | <a href="#">6</a>  |
| Key facts           | <a href="#">6</a>  |
| Key dates           | <a href="#">7</a>  |
| Funding details     | <a href="#">7</a>  |
| Eligibility         | <a href="#">7</a>  |
| Program description | <a href="#">9</a>  |
| Award information   | <a href="#">13</a> |

# Basic information

## Health Resources and Services Administration

HIV/AIDS Bureau

Ryan White HIV/AIDS Program

## Summary

The Health Resources and Services Administration (HRSA) is accepting applications for fiscal year (FY) 2025 for Ending the HIV Epidemic in the U.S. – Technical Assistance Provider (TAP) (HRSA-25-064) and Ending the HIV Epidemic in the U.S. – Systems Coordination Provider (SCP) (HRSA-25-065). The overall purpose of this notice of funding opportunity is to undertake a series of activities to support the recipients of Ending the HIV Epidemic in the U.S. – Ryan White HIV/AIDS Program Parts A and B ([HRSA-25-063](#)) in meeting the goals of the Ending the HIV Epidemic in the U.S. (hereafter referred to as the “EHE initiative”). The EHE initiative has four key strategies: Diagnose, Treat, Prevent, and Respond. The two announcements under this funding opportunity are as follows:

- **The Technical Assistance Provider (HRSA-25-064)** is responsible for providing technical assistance (TA) to the recipients of [HRSA-25-063](#) on implementation of work plan activities, innovative approaches, and interventions.
- **The Systems Coordination Provider (HRSA-25-065)** is responsible for assisting [HRSA-25-063](#) recipients in collaborating, coordinating, and integrating their EHE initiative plans, funding sources, and programs with the existing HIV care delivery systems. In addition, the Systems Coordination Provider will assist in identifying existing and new stakeholders, as well as collate and disseminate best practices, innovative approaches, and interventions identified by the TAP that will advance recipients’ progress in meeting the goals of the EHE initiative.

HRSA will fund one organization under each announcement to ensure effectiveness and efficiency in the implementation of activities by HRSA-25-063 recipients to support treatment and response activities of the EHE initiative. The intent of the funding opportunity is to maximize the success in developing, implementing, coordinating, and integrating strategies, interventions, approaches, and services to achieve the goals of the EHE initiative. HRSA expects that the recipient(s) of these awards will collaborate to support the recipients of HRSA-25-063. You must apply to the correct announcement number (HRSA-25-064 or HRSA-25-065) that corresponds to the stated activities listed in this section. If you are applying for both announcement numbers, you must submit a separate application for each.



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

## Key facts

### Opportunity names:

Ending the HIV Epidemic in the U.S. – Technical Assistance Provider (HRSA-25-064) and Ending the HIV Epidemic in the U.S. – Systems Coordination Provider (HRSA-25-065)

### Opportunity numbers:

HRSA-25-064 and  
HRSA-25-065

### Announcement type:

Modification

### Federal assistance listing:

93.145

### Statutory authority: 42

USC § 243(c) and 42 U.S.C. §§ 300ff-11 et seq. (§ 311(c) and title XXVI of the Public Health Service Act

# Funding details

Application types: New

Expected total available funding in FY 2025:

- \$6,000,000 for HRSA-25-064
- \$2,000,000 for HRSA-25-065

Expected number and type of awards: 1 cooperative agreement per funding announcement.

Funding range per award:

- \$6,000,000 cooperative agreement for HRSA-25-064
- \$2,000,000 cooperative agreement for HRSA-25-065

We plan to fund awards in five 12-month budget periods for a total 5- year period of performance from March 1, 2025, to February 28, 2030.

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

## Key dates

**NOFO issue date:** August 22, 2024

**Informational webinar:**  
September 12, 2024 at 2:00 p.m. ET

**Application deadline:**  
October 22, 2024

**Expected award date is by:**  
February 1, 2025

**Expected start date:** March 1, 2025

## Eligibility

### Who can apply

You can apply if you are a:

- Public or nonprofit private entity, including institutions of higher education and academic health science centers involved in addressing HIV related issues on a national scope.
- Faith-based or community-based organization, Tribe, or tribal organization

### Types of eligible organizations

These types of domestic organizations may apply-“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, or the Republic of Palau.:

- Public institutions of higher education
- Private institutions of higher education
- Non-profits with or without a 501(c)(3) IRS status
- For-profit organizations, including small businesses

- State, county, city, township, and special district governments, including the District of Columbia, domestic territories, and the freely associated states
- Native American tribal governments
- Native American tribal organizations

## 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 per announcement number. If you submit more than one application per announcement number, 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

This notice announces the opportunity to apply for funding for the Ending the HIV Epidemic in the U.S. – Technical Assistance Provider (TAP) (HRSA-25-064) and Ending the HIV Epidemic in the U.S. – Systems Coordination Provider (SCP) (HRSA-25-065), as administered by the HRSA HIV/AIDS Bureau (HAB) in conjunction with the Ryan White HIV/AIDS Program (RWHAP) Parts A and B. The purpose of this program is to fund TA and systems coordination for the 48 counties, Washington, D.C., San Juan, Puerto Rico (PR), and seven states (hereafter referred to as “jurisdictions”) identified in and funded through HRSA-25-063 (the funded entities hereafter referred to as “recipients”).

The overarching goal for this initiative is to reduce new HIV infections in the United States.

[To reduce the new HIV infections in the United States, the](#) EHE initiative focuses on four key strategies:

- **Diagnose** all people with HIV as early as possible;
- **Treat** people with HIV rapidly and effectively to reach sustained viral suppression;
- **Prevent** new HIV transmissions by using proven interventions, including [pre-exposure prophylaxis \(PrEP\)](#) and syringe services programs (SSPs); and
- **Respond** quickly to potential HIV outbreaks to get needed prevention and treatment services to people who need them.

The role of HRSA HAB and its recipients under HRSA-25-063 is to focus on Treat and Respond. These recipients are encouraged to be creative as they design ways to use EHE initiative funds in conjunction with the current RWHAP Parts A and B systems of care and treatment to end the HIV epidemic in their jurisdictions. The funding directed to the recipients under HRSA-25-063 will allow jurisdictions to implement emerging, evidenced-informed, and/or evidence-based interventions to increase linkage, engagement, and retention in care in addition to funding the additional care and treatment needs of the newly identified and re-engaged individuals.

There will be multiple streams of federal resources focused on jurisdictions to help them meet the goals of the EHE initiative. These new and/or expanded resources are in addition to the existing federal HIV resources, creating the need for coordination to ensure the maximum impact of all available resources.

HRSA will award one cooperative agreement for each of the following announcement numbers: The TAP funded under HRSA-25-064 is responsible for providing TA to the recipients of HRSA-25-063 on implementation of work plan activities, innovative

approaches, and interventions. The SCP funded under HRSA-25-065 is responsible for assisting HRSA-25-063 recipients in coordinating and integrating their initiative plans, funding sources, and programs with the existing HIV care delivery systems. In addition, the SCP will assist in identifying existing and new stakeholders, as well as collate and disseminate best practices, innovative approaches, and interventions identified by the TAP that will advance recipients' progress in meeting the goals of the initiative.

## 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 February 2019, 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 towards 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 & 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.

# Program requirements and expectations

## **In collaboration with HRSA HAB, the TAP funded under HRSA-25-064 will:**

- Provide individual and combined technical assistance to recipients of HRSA-25-063 (e.g. intensive, communities of practices, webinars) on implementing and supporting jurisdictional work plans to ensure the maximum impact of EHE initiative activities while building upon the existing RWHAP infrastructure.
- Assess the effectiveness of EHE initiative activities developed to identify individuals who are newly diagnosed and engage people with HIV who are not in care and/or not virally suppressed.
- Monitor and evaluate the success and challenges of the EHE initiative at the jurisdictional level, adjusting and prioritizing types of TA, as needed, to maximize the success of all funded recipients.
- Collect the wide range of innovative practices and approaches identified as being successful and develop and disseminate implementation manuals and other dissemination resources that will allow implementation, replication, and adaptation of these interventions in other jurisdictions to meet the goals of the EHE initiative.
- Collaborate closely with the recipient of HRSA-25-065 to conduct combined TA to HRSA-25-063 recipients (e.g. intensive, communities of practices, webinars), disseminate implementation manuals and other dissemination resources, ensure clear communication and coordination of activities, and minimize duplication of efforts as it relates to support provided to HRSA-25-063 recipients.

## **In collaboration with HRSA HAB, the Systems Coordination Provider (SCP) funded under HRSA-25-065 will:**

- Assist recipients of HRSA-25-063 with coordinating efforts related to the key strategies of the EHE initiative to ensure maximum impact of all available resources while building upon the existing RWHAP infrastructure. The planning and coordination process must be designed to prioritize recipients with the greatest need in the first year.
- Work with HRSA-25-063 recipients to scan the environment within their jurisdiction to identify new and existing key stakeholders and facilitate their participation in the EHE initiative planning. The SCP will be responsible for promoting synergy among recipients and identified stakeholders through meaningful collaborations as well as helping to achieve collective impact.
- Collaborate closely with each funded jurisdiction and with the TAP to coordinate TA needs that are identified through planning and community engagement, maximize opportunities for communication, and minimize duplication of efforts.

- Provide logistical and TA support for collaboration meetings with jurisdictional stakeholders.
- Collaborate closely with the TAP (HRSA-25-064) to conduct combined TA to recipients (ex. Intensive, communities of practices, webinars, etc.), disseminate implementation manuals, ensure clear communication and coordination of activities, and minimize duplication of efforts as it relates to support provided to HRSA-25-063 recipients.
- Collate and share a wide range of innovative practices and approaches that are successful in meeting the goals of the EHE initiative, initially to the recipients, and, by the beginning of year three, nationally (including to all RWHAP Parts).
- HRSA expects recipients to sustain key elements of their projects (e.g., strategies or services and interventions), which have been effective in addressing key strategies of the EHE initiative that have led to improved outcomes for the priority populations. A summary of the jurisdictions' sustainability plans will be part of the reporting requirements for this project.

# Award information

## Cooperative agreement terms

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

- Make available experienced HRSA HAB personnel to inform, support, or participate in the design, planning, development, and/or delivery of cooperative agreement activities and materials.
- Ensure cooperative agreement activities build upon progress, success, and lessons learned by providing access to materials and information from previous work in this area.
- Coordinate communication and develop partnerships with personnel from HRSA, CDC, other federal agencies, and other federally funded programs.
- Participate in the design, development, direction, and/or delivery of procedures, strategies, tools, training, TA, and peer learning activities, including the process of selecting EHE recipients to receive targeted systems coordination and TA.
- Provide ongoing monitoring and review of the design, development, direction, and/or delivery of cooperative agreement activities, including procedures, evaluation measures, and quality improvement efforts for accomplishing the goals of the cooperative agreement.
- Review and provide substantive and stylistic input on cooperative agreement materials and activities.

- Make HRSA HAB staff available to support efforts of the targeted systems coordination and TA activities to meet the goals of the EHE initiative.
- Participate in cooperative agreement trainings, TA, or other meetings with EHE recipients, subrecipients, and other stakeholders.
- Inform methods for evaluating the process and outcome of cooperative agreement activities, and use findings to inform future work.
- Participate in the dissemination of cooperative agreement activities, progress, and results (e.g., formal or informal presentations to internal and external stakeholders, presentations at national or regional conferences), including best practices and lessons learned.

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

- Establish measures and methods for obtaining feedback from recipients, evaluating the process and outcome of cooperative agreement activities, and using feedback and evaluation findings to improve future work.
- In response to feedback from HRSA HAB, and/or recipients, modify approaches to the content, design, and/or delivery of strategies, tools, systems coordination activities, and TA to improve their quality, utility or effectiveness.
- Plan for sustainability of cooperative agreement activities or resources after the period of federal funding ends.
- Assist jurisdictions in analyzing barriers to accessing care and gaps that hinder successful model integration and collaboration.
- Provide HRSA HAB with a complete, updated, and accessible copy of all federally supported materials, including online content, prepared under this cooperative agreement in an electronic zip file format on an annual basis for the duration of the period of performance.

**Applicants applying for the TAP (HRSA-25-064) have the following additional responsibilities:**

- Assess the TA needs of recipients related to the overall goal of reducing new HIV infections within five years.
- Identify and describe common challenges and successes among recipients in their development and submission of EHE initiative plans and in their attainment of proposed EHE initiative goals. Use these findings to inform cooperative agreement activities and suggest opportunities for enhancing work in this area.
- Develop strategies, tools, and TA to support recipients in developing and improving methodologies that 1) align with prioritized populations, 2) support implementation of EHE initiative plans with their jurisdictions, and 3) support attainment of proposed goals.

- Conduct content analyses of the work plans submitted by recipients to inform development of strategies, tools, and TA; and to identify promising or best practices, tools, and tips.
- Assess and evaluate promising or best practices, tools, and tips to inform and guide the work of recipients in their attainment of proposed goals.
- Assemble evidence-based or informed programmatic information on a wide range of innovative strategies, techniques and approaches, and share that information with the SCP to disseminate to the recipients and the larger RWHAP community.

**Applicants applying for the SCP (HRSA-25-065) have the following additional responsibilities:**

- Identify key stakeholders and convene meetings to assist jurisdictions in leveraging new and existing partnerships and resources to help achieve EHE initiative goals.
- Assess the systems coordination needs of recipients related to the overall goal of reducing new HIV infections within five years.
- Develop opportunities for meaningful engagement and learning among peers across recipients. These methods and models should utilize or build upon existing platforms and engagement opportunities (e.g., national meetings or conferences).
- Ensure meaningful support and collaboration with key stakeholders in planning.
- Disseminate promising or best practices, tools, and tips to inform and guide the work of HRSA-25-063 recipients in their attainment of proposed goals.
- Disseminate project accomplishments, results from project evaluation activities, and other pertinent information nationally, to include all RWHAP recipients.

## Funding policies & limitations

### Policies

- We will only make awards if this program 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 project's objectives
  - A decision that continued funding is in the government's best interest
    - Future year ceiling and award amounts may be adjusted to reflect any changes
    - If we receive more funding for this program, we may:

- Fund more applicants from the rank order list
- Extend the period of performance
- Award supplemental funding

## General limitations

- For guidance on some types of costs we do not allow or restrict, see Project Budget Information 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](#). <sup>[1]</sup>
- You cannot earn profit from the federal award. See [45 CFR 75.400\(g\)](#).
- The salary rate limitation imposed by the current appropriations act applies to this program. As of January 2024, the salary rate limitation is \$221,900. Note this limitation may apply in future years and will be updated.

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 and 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.

Indirect costs are determined using 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 45 CFR 75.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate. This rate is 10% of modified total direct costs (MTDC). [45 CFR 75.2](#) defines MTDC. You can use this rate indefinitely or until you negotiate a rate. If you use the *de minimis* rate, you must use it for all federal awards unless you negotiate a rate.

## 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               | <a href="#">18</a> |
| Find the application package | <a href="#">18</a> |
| Application writing help     | <a href="#">18</a> |

# Get registered

## SAM.gov

You must have an active account with SAM.gov. 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.

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-25-064 or HRSA-25-065.

**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.



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

## Join the webinar

For more information about this opportunity, join the webinar on September 12, 2024 at 2:00 p.m. ET. You can join at <https://hrsa.gov.zoomgov.com/j/1611097055?pwd=RHZmS0FpM3o1S3pHRmlTc01VQWlsQT09>

Meeting ID: 161 109 7055

Passcode: vL3wPM1c

If you are not able to join through your computer, you can call in at

1-833-568-8864 US Toll-free

Meeting ID: 161 109 7055

Passcode: 97649091

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



# Step 3:

# Write Your Application

## In this step

Application contents and format

21

# Application contents and format

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

Application page limit: 40 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                         |
|--------------------------------------|-------------------------------------------|
| <a href="#">Project abstract</a>     | Use the Project Abstract Summary form     |
| <a href="#">Project narrative</a>    | Use the Project Narrative Attachment form |
| <a href="#">Budget narrative</a>     | Use the Budget Narrative Attachment form  |
| <a href="#">Attachments</a>          | Insert each in the Other Attachments form |
| <a href="#">Other required forms</a> | Upload using each required form           |

## Required format

You must format your narratives and attachments using our required formats for fonts, size, color, format, and margins. 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](#).

Indicate the project title as either “*Ending the HIV Epidemic in the U.S. —Technical Assistance Provider*” or “*Ending the HIV Epidemic in the U.S —Systems Coordination Provider*” and include the following information:

- A summary of the proposed activities for the announcement number under which you are applying (TAP or SCP).

- A description of the intended impact of the TA or systems coordination activities (e.g., how the activities will support the recipients of HRSA-25-063 meet the goals of the EHE initiative).
- The funding amount requested for the five-year period of performance.

## 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.

### Introduction

*For HRSA-25-064 TAP, See merit review criterion 1: [Need](#)*

*For HRSA-25-065 SCP, See merit review criterion 1: [Need](#)*

Briefly describe the purpose of the proposed project. Include a description of how the proposed technical assistance or systems coordination activities will impact the overarching goal of the EHE initiative to significantly reduce new HIV infections in the focus jurisdictions within the five-year period of performance.

### Need

*For HRSA-25-064 TAP See merit review criterion 1: [Need](#)*

*For HRSA-25-065 SCP See merit review criterion 1: [Need](#)*

For both HRSA-25-064 TAP and HRSA-25-065 SCP

- Outline the community or organization's needs you plan to address.
- Use and cite demographic data or literature and publications whenever possible to support the information provided. Data sources may include surveillance and epidemiology reports, profiles of state and local public health departments, needs assessment surveys, risk behavioral surveys, and other programmatic data.

In addition, HRSA-25-064 TAP applicants should:

- Describe your understanding of the factors driving incidence and prevalence rates of HIV in the targeted jurisdictions of the EHE initiative.
- Discuss the system-level gaps affecting:
  - Access;
  - Linkage;
  - Retention; and
  - viral suppression in those jurisdictions.

- Discuss the need for change and innovation within existing treatment and referral networks to address disparities along the HIV care continuum and how these changes can prevent new HIV infections.
- Provide a summary that demonstrates a comprehensive understanding of the types of TA needed to help jurisdictions be successful in implementing strategies, interventions, approaches, and core medical and support services to achieve the goals of the EHE initiative, specifically focusing on treating and responding.
- Address key challenges and barriers, such as stigma, infrastructure, and the impact of social determinants of health.
- Provide a summary of the approaches needed to disseminate tools, best practices and lessons learned from the jurisdictions to other RWHAP jurisdictions, to increase their success in achieving the goals of the EHE initiative.

In addition, HRSA-25-065 SCP applicants should:

- Describe your understanding of the HIV health care landscape in the targeted jurisdictions of the EHE initiative, including any regional differences and challenges.
- Describe the need for, and barriers to, EHE recipient jurisdictions coordinating the funding, programs, and activities with the existing HIV care delivery systems.
- Describe the need for, and barriers to, EHE recipient jurisdictions coordinating the funding, programs, and activities with other relevant funders, partners, and systems (such as HRSA HAB AETCs, CDC, CMS, NIH CFARs, IHS, HUD, and SAMHSA) to meet the goals of the EHE initiative.
- Describe the need to identify new partners (including traditional and non-traditional partners) to reach, engage, and retain priority populations in HIV care and the potential challenges in engaging these new partners in the EHE initiative.

## Approach

For HRSA-25-064 TAP, See merit review criterion 2: [Response](#)

For HRSA-25-065 SCP, See merit review criterion 2: [Response](#)

- Tell us how you'll address your stated needs and meet the program requirements and expectations described in this NOFO.
- As it makes sense, include strategies for ongoing staff training, teamwork, and information sharing. Also include strategies for outreach and collaboration efforts to involve patients, families, and communities.
- If it applies, include a plan to distribute reports, products, or project outputs to target audiences.

- Propose a plan for continuing the project when federal funding ends. We expect you to keep up key strategies or services and actions that have led to improved practices and outcomes for the target population.

In addition, HRSA-25-064 TAP applicants should:

- Describe your approach to assessing TA needs for HRSA-25-063 recipients.
- Describe your approach to develop a TA plan for guiding each jurisdiction through the implementation of their work plan.
- Discuss your planned method to customize TA (ex. Intensive, community of practice, webinar, etc.) for each jurisdiction and identify existing barriers that affect their ability to implement the activities in their work plans.
- Specifically describe the methods you will use to provide TA on the implementation of effective and innovative strategies, interventions, approaches, and services to achieve the goals of the EHE initiative. A summary of activities is to be submitted via progress reports. Describe your plan to monitor and evaluate the success and challenges of the EHE initiative at the jurisdictional level and adjusting and prioritizing TA, as needed, to maximize the success of all funded recipients.
- Provide a detailed methodology for assessing the effectiveness of innovative strategies, interventions, approaches, and services.
- Describe the methodology and theoretical framework that will be used to assess and evaluate all jurisdictions funded by the EHE initiative. Define your plan for assisting the jurisdictions with developing sustainability plans, including budget projections for continued program integration and ongoing activities after the funding period ends.

In addition, HRSA-25-065 SCP applicants should:

- Describe the proposed approach for implementing system-level coordination and planning activities to maximize the impact of available resources within jurisdictions to address the key strategies of the EHE initiative.
- Describe proposed methods, including the development of effective tools and strategies, to identify and engage new and existing key stakeholders, partners, and decision makers in collaborating, integrating, communicating, and sharing information to meet the goals of the EHE initiative.
- Specifically, describe your approach to strengthen coordination and networks among and between the RWHAP and other federal, state, and local entities (i.e., CDC, CMS, NIH CFARs, IHS, HUD, SAMHSA, RWHAP Part A Planning Councils/Bodies). Discuss how you will promote synergy among recipients and stakeholders through meaningful collaborations with the goal of achieving collective impact.



- Describe your plan to collaborate closely with recipients as well as the TAP to maximize communication and coordination and minimize duplication of efforts. Describe proposed methods to provide logistical and TA support (onsite and virtual) to recipients for collaboration meetings with identified stakeholders.
- Describe how you will facilitate both onsite and virtual meetings with these stakeholders and ensure a high level of participation throughout the duration of the TA. Discuss your approach to coordinating the publication and dissemination of the EHE recipient findings and lessons learned in conjunction with the designated HRSA staff. Define your plan for assisting the jurisdictions with developing sustainability plans as it relates to collaboration and systems coordination activities after the funding period ends.

## High-level work plan

*For HRSA-25-064 TAP, See merit review criteria 2: [Response](#) & 4: [Impact](#)*

*For HRSA-25-065 SCP, See merit review criteria 2: [Response](#) & 4: [Impact](#)*

- Describe how you will achieve each of the objectives during the period of performance.
- Provide a timeline that includes each activity and identifies who is responsible for each. As needed, identify how key stakeholders will help plan, design, and carry out all activities, including the application.
- The work plan should propose specific, measurable, achievable, realistic, and time-based (SMART) process and/or outcome objectives for each workplan activity.
- Include goals in the work plan for the entire proposed five-year period of performance.
- The detailed work plan should be included in Attachment 1

In addition, HRSA-25-064 TAP applicants should:

- Ensure the work plan focuses on the areas of TA identified in the Purpose section, is in scope, and demonstrates collaboration with partner agencies as applicable.
- Use a timeline that includes each activity and identifies responsible staff positions.
- As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing all TA activities.

The work plan is a tool to manage the EHE initiative by measuring progress, identifying necessary changes, and quantifying accomplishments. The work plan should directly relate to your methodology and the program requirements of this announcement.

In addition, HRSA-25-065 SCP applicants should:

- Include all aspects of planning and coordination, including identification of new and existing key stakeholders, and collaboration with jurisdictions and the TAP.
- Delineate the steps that you will use to establish collaboration and coordination of the various funding streams and programs, and integration with the existing RWHAP systems of care and treatment to end the HIV epidemic in jurisdictions.
- Ensure the work plan focuses on the three areas identified in the Purpose section (systems coordination, logistics, and dissemination), that it is national in scope, and demonstrates collaboration with partner agencies to address the key strategies of the EHE initiative. Use a timeline that includes each activity and identifies responsible staff.
- As appropriate, identify meaningful support of and collaboration with key stakeholders in planning, designing, and implementing all activities. Ensure objectives:
  - describe key action steps or activities that will be undertaken to implement the project, including, but not limited to hiring and training appropriate staff (if applicable);
  - establishing resource and stakeholder networks;
  - establishing quality control mechanisms;
  - development of onsite and virtual meeting processes; and
  - coordinate and facilitate stakeholder and partner engagement in planning meetings.

## Resolving challenges

For HRSA-25-064 TAP, See merit review criteria 2: [Response](#) & 4: [Impact](#)

For HRSA-25-065 SCP, See merit review criteria 2: [Response](#) & 4: [Impact](#)

Discuss challenges that you are likely to encounter in developing your work plan and implementing TA and system coordination activities and explain approaches that you'll use to resolve them.

## Performance reporting, evaluation, and technical support capacity

For HRSA-25-064 TAP, See merit review criteria 3: *Performance reporting and evaluation* & 5: [Resources & capabilities](#)

For HRSA-25-065 SCP, See merit review criteria 3: [Performance](#) reporting and evaluation & 5: [Resources & capabilities](#)

- Describe the expected outcomes (desired results) of the funded activities.

- Describe your experience promoting synergy among various stakeholders leading to effective collaboration. Include details on the specific process(es) used to achieve impactful outcomes as a result of such collaborations.

In addition, HRSA-25-065 SCP applicants should:

- Describe any obstacles to engaging current HIV partners and identifying new/key partners and plans to address those obstacles.
- Describe the challenges that may arise when disseminating innovative tools and strategies to the jurisdictions as well as nationally; and
- Describe the challenges that jurisdictions may face with coordination activities, communicating with collaborators, and demonstrating sustainable coordination activities, and how you propose to address or overcome these barriers.

### **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.

HRSA-25-064 TAP applicants should include:

- Your organization's capacity to monitor and evaluate the success and challenges of the EHE initiative at the jurisdictional level, including adjusting and prioritizing TA as needed. Any obstacles to meeting the TA needs of the jurisdictions and plans to address those obstacles. Your organization's experience in gathering data/information and performing timely assessment and evaluation of TA activities to determine the TA needs of jurisdictions participating in the EHE initiative. Your organization's plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards reaching the goals and objectives of this TA project.

HRSA-25-065 SCP applicants should include:

- Your organization's capacity to monitor and evaluate the successes and challenges of partner engagement for the EHE initiative at the jurisdictional level. Your organization's experience in gathering data/information and performing timely evaluation of coordination activities to determine the coordination needs of jurisdictions participating in the EHE initiative. Your organization's plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards reaching the goals and objectives of the project.

See [Reporting](#) for more information.

## Program Infrastructure

HRSA-25-064 TAP applicants should describe your organization experience in:

- Providing TA for innovative interventions models and systemic approaches to improve the delivery of HIV services to people with HIV, especially to RWHAP and other HIV providers nationwide.
- Providing intensive TA and the scope and impact of such activities.
- Providing TA at a national level to recipients of RWHAP funding. Include your organization's experience in assisting with the development of sustainability plans. These plans will ensure recipients can continue best practices and innovative approaches used to address the key strategies of the EHE initiative.
- Tailoring intervention plans and strategies for specific organizations, and subsequent adaptations of established intervention plans. Include information on your organization's experience in supporting the diffusion and adaptation of effective innovations in new settings.
- Also describe your capacity to provide TA to recipients to implement and support jurisdictional work plans. Discuss any examples of previous projects that reflect the expertise of proposed staff in working collaboratively with RWHAP Part A and Part B recipients (i.e., Eligible Metropolitan Areas/Transitional Grant Areas and states).

HRSA-25-0645 SCP applicants should describe your organization's:

- Experience in working with recipients to conduct environmental scans to identify new and existing key stakeholders in order to facilitate participation in EHE initiative planning.
- Capacity to assist recipients with coordinating efforts with key stakeholders to ensure maximum impact of the EHE initiative while building on current RWHAP infrastructure.

## Dissemination and Information Sharing

HRSA-25-064 TAP applicants should:

- Explain your process for collecting and sharing a wide range of innovative practices and approaches that are successful in meeting the goals of the EHE initiative.
- Describe your organization's experience in developing implementation manuals and working with other organizations to disseminate information.
- Demonstrate your organization's ability to collect guidance documents, TA documents, case studies, and scientific publications and to summarize these

documents and publications in a digestible, user-friendly form for dissemination by the SCP to relevant stakeholders.

- Describe your organization's planned process to collaborate with the SCP to ensure clear communication and coordination of TA needs for implementing the jurisdictional work plans. Describe your organization's planned process for partnering with the SCP to minimize duplication of efforts.

HRSA-25-065 SCP applicants should:

- Explain your process for sharing/disseminating a wide range of innovative practices and approaches that are successful in meeting the goals of the EHE initiative.
- Provide a summary of the approaches you will use to disseminate tools, best practices and lessons learned from the funded jurisdictions and nationally, including to other RWHAP recipients, in order to increase their success in achieving the goals of the EHE initiative.
- Describe any experience in sharing information and expertise to build knowledge and capacity of participants and key stakeholders.
- Demonstrate your organization's ability to provide platforms for disseminating best practices, implementation manuals, and relevant information to key stakeholders, as well as platforms to facilitate sharing of information among stakeholders.
- Describe your organization's planned process for partnering with the TAP to ensure clear communication and coordination of TA needs for implementing the EHE initiative jurisdictional work plans, and to minimize duplication of efforts within the selected jurisdictions.

### **Project Coordination**

HRSA-25-065 SCP applicants should describe your organization's:

- Experience in providing logistical and meeting facilitation at a national level, highlighting any work with recipients of RWHAP funding.
- Experience in logistical planning and facilitation for large meetings aimed at sharing information and expertise to build knowledge and capacity of participants.
- Organization's capacity to host webinars and webcasts, including platforms to be utilized.
- Organization's experience in identifying various stakeholders to enhance their capacity to support the implementation of the EHE initiative within the selected jurisdictions.

- Organization's experience in engaging partners, developing priorities, creating a shared vision, and establishing measurable goals and objectives.
- Organization's experience with convening and leading cross-sector, collaborative partnerships, and contributing to a shared measurement approach.
- Organization's ability to conduct face-to-face consultations/meetings including your experience in engaging participants and producing meaningful results.

NOTE: Organizations or agencies that are collaborating to submit a joint application must identify one organization to be the applicant and provide information on how they will monitor and assess performance of methods and activities being completed by each partner organization.

## Organizational information

For HRSA-25-064 TAP, See merit review criterion 5: [Resources and capabilities](#)

For HRSA-25-065 SCP, See merit review criterion 5: [Resources and capabilities](#)

Briefly describe your mission, structure, and the scope of your current activities. Explain how they support your ability to carry out the program requirements. Include a project organization chart.

- Discuss how you'll follow the approved plan, account for federal funds, and record all costs to avoid audit findings.
- Describe how you'll assess the unique needs of the people who live in the community you serve.
- Describe your organizational profile, budget, partners, key staff's experience, skills, and knowledge, and key processes.

### Organizational Description

Both HRSA-25-064 TAP and HRSA-25-065 SCP should:

- Provide an organizational profile and project organizational chart, as Attachment 6. The organizational profile should include significant collaborative partners, key personnel, budget, and other resources. The organizational chart should be a one-page figure that depicts the primary organizational structure and identified subrecipients/significant collaborators for this EHE initiative. Describe the scope of current TA activities in which your organization is engaged. Describe the level of experience and number of years of experience in supporting TA projects (such as providing logistical support, identifying key stakeholders, facilitating meaningful engagement, and creating an environment for collective impact) and developing best practices. Include information on your experience in the area of developing implementation manuals, specifically related to HIV service delivery organizations. Provide a description of your experience with fiscal management of

grants and contracts including experience managing multiple federal grants and documenting all costs to avoid audit findings.

HRSA-25-0645 SCP applicants should:

- Describe your organization's experience disseminating best practices, including implementation manuals, highlighting any to HIV service delivery organizations.

### Management and Staffing Expertise

Both HRSA-25-064 TAP and HRSA-25-065 SCP should:

- Describe the proposed key personnel (including any consultants and contractors, if applicable) and how they have the necessary knowledge, experience, training, and skills to provide TA to the jurisdiction.
- Describe staff expertise and experience in providing TA to systems and provider organizations serving people with HIV. Describe staff expertise in best practices and other approaches needed to reduce HIV infections and increase viral suppression. Include a staffing plan for proposed project staff and brief job descriptions to include the roles and responsibilities, and qualifications, including who will manage/oversee the various project activities, and include as **Attachment 2**. See Section 4.1. of HRSA's SF-424 Application Guide for additional information. Include short biographical sketches of key project staff as **Attachment 3**. See Section 4.1. of HRSA's SF-424 Application Guide for information on the content for the sketches.

In addition, HRSA-25-065 SCP applicants should

- Describe how you will provide logistical support and facilitate collaborative meetings with the jurisdictions described in HRSA-25-063 to implement activities for the EHE initiative.

### Key Partnerships:

Both HRSA-25-064 TAP and HRSA-25-065 SCP should:

- Describe how current and proposed collaborating organizations and individuals will demonstrate their commitment to fulfill the goals and objectives of the project through signed and dated letters or memoranda of agreement/understanding. Include either a Memorandum(a) of Agreement/Understanding or a summary describing the roles and responsibilities of all parties in **Attachment 4**. Describe collaborative efforts with other pertinent agencies that enhance your ability to accomplish the proposed project. Discuss any examples of previous projects that reflect the experience of proposed staff in working collaboratively with RWHAP-funded organizations.

# Budget and budget narrative

For HRSA-25-064 TAP, See merit review criterion 6: [Support Requested](#)

For HRSA-25-065 SCP, 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 any specific instructions listed in this section. Your budget should show a well-organized plan.

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 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 requested costs. The objective 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.
- The restrictions on spending funds. See [Funding policies & limitations](#).

Provide a narrative that clearly explains the amounts requested for each line in the budget. For subsequent budget years, the budget justification narrative should highlight only the changes from year one. The budget narrative must be clear and concise. Do not repeat the same information across years in the budget narrative.

To create your budget narrative, see detailed instructions in Section 4.1.v of the [Application Guide](#).

Both HRSA-25-064 TAP and HRSA-25-065 SCP must submit a separate program-specific budget for each year of the five-year project period. Upload the budget as an attachment to the application as **Attachment 5**. HRSA HAB recommends that you convert or scan the budget into a PDF format for submission. Do not submit Excel spreadsheets. HRSA HAB recommends that you submit a line-item budget in table format, listing the program category costs. The budget should include personnel names and titles, fringe benefits, total personnel costs, consultant costs by individual consultant, supplies, staff travel, other expenses by individual expense, total direct costs, indirect costs, and total costs. Include annual salary and total project FTE, as well as all costs by major activity. Note: If you include indirect costs in the budget, please attach a copy of the organization's indirect cost rate agreement as **Attachment 8**. Indirect cost rate agreements will not count toward the page limit.



# 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 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. 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 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. If letters of support are required for eligibility, include them in this attachment.

## Attachment 5: For multi-year budgets--5th year budget

**Does not count toward the page limit.** 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: Project organizational chart

**Counts toward page limit.** Provide a one-page diagram that shows the project's organizational structure.

## Attachment 7: 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 chart.

## Other required forms

You will need to complete some other forms. Upload the listed forms at Grants.gov. You can find them in the NOFO [application package](#) and 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 | <a href="#">36</a> |
| Selection process  | <a href="#">45</a> |
| Award notices      | <a href="#">45</a> |

# Application review

## Initial review

We review each application to make sure it meets eligibility criteria, including the [completeness criteria and the 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                                 | 10 points                    |
| 2. Response                             | 25 points                    |
| 3. Performance reporting and evaluation | 15 points                    |
| 4. Impact                               | 20 points                    |
| 5. Resources and capabilities           | 20 points                    |
| 6. Support requested                    | 10 points                    |

## HRSA-25-064 TAP

### Criterion 1: Need

10 points

See Project Narrative [Introduction](#) and [Need](#) sections.

The panel will review your application for:

- How well the application describes the purposed project, including the community or organization's needs that will be addressed, and contributing factors.
- The extent to which the applicant provides a clear description of the proposed project and demonstrates how activities support the EHE initiative goal of significantly reducing new HIV infections in the focus jurisdictions.
- The clarity and completeness of the description of the factors driving incidence and prevalence rates of HIV in the targeted jurisdictions of the EHE initiative, and

of the gaps and disparities along the HIV care continuum that prevent HIV viral suppression and contribute to new HIV infections.

- The clarity and completeness of the description of the types of TA needed to make EHE-funded jurisdictions successful in implementing strategies, interventions, approaches, and core medical and support services to achieve the goals of the EHE initiative.
- The description of the need for change and innovation within existing treatment and referral networks to address disparities along the HIV care continuum and how these changes can prevent new HIV infections.
- The clarity of the summary of the approaches needed to disseminate tools, best practices and lessons learned from the jurisdictions to other RWHAP jurisdictions, to increase their success in achieving the goals of the EHE initiative.

## Criterion 2: Response

25 points

See Project Narrative [Approach](#), [High-level work plan](#), and [Resolving challenges](#) sections.

The panel will review your application for:

- How well the applicant's proposed project responds to the program's [purpose](#).
- The strength of the proposed goals and objectives and how well they relate to the project.
- How well the activities described will address the problem and meet project objectives.
- The extent to which the applicant provides a detailed discussion of the proposed methods they will use to address the stated needs in the needs assessment and meet the program requirements and expectations in this NOFO.
- The strength of the proposed work plan (**Attachment 1**) as evidenced by measurable and appropriate objectives.
- The clarity and strength of the solution-oriented approaches for addressing identified potential challenges as they relate to the effective implementation/provision of TA to various HIV care and treatment systems.
- The clarity and strength of the applicant's approach to assess TA needs, develop a TA plan, and customize TA for each jurisdiction on the implementation of effective and innovative strategies, interventions, approaches, and services to achieve the goals of the EHE initiative.
- The extent to which the applicant provides a clear description of how they will monitor and evaluate success and challenges of the EHE initiative at the jurisdictional level and develop implementation manuals with the successful tools and innovative practices and approaches for others to replicate.

- The clarity and strength of the applicant's approach to assess TA needs, develop a TA plan, and customize TA for each jurisdiction on the implementation of effective and innovative strategies, interventions, approaches, and services to achieve the goals of the EHE initiative.
- The extent to which the applicant provides a clear description of how they will monitor and evaluate success and challenges of the EHE initiative at the jurisdictional level and develop implementation manuals with the successful tools and innovative practices and approaches for others to replicate.
- The clarity of the applicant's ability to assist the jurisdictions with developing sustainability plans, including budget projections for continued program integration and ongoing activities after the funding period ends.

## Criterion 3: Performance reporting and evaluation

15 points

See Project Narrative [performance reporting, evaluation](#), and *technical support capacity* section.

The panel will review your application for:

- How strong and effective the method is to monitor and evaluate project results.
- How well the measures described will assess how well program objectives have been met and to what extent the results are attributed to the project.
- If the appropriate resources to provide TA on innovative intervention models and systematic approaches to improve the delivery of HIV services to people with HIV are explained.
- Organization's ability to provide TA at a national level and has experience assisting with the development of sustainability plans, and tailoring intervention plans for specific organizations.
- Process for collecting and sharing innovative practices to meet the goals of the EHE initiative.
- Collaboration efforts with the SCP to coordinate TA needs for implementing jurisdictional work plans.
- Effective methods to monitor and evaluate the progress and the results of the program.

## Criterion 4: Impact

20 points

See Project Narrative [High-level work plan](#) section.

The panel will review your application for:

- How effective the proposed project is likely to be.
- How strong of a public health impact it is likely to have.
- How effective their plans for sharing project results will be.
- How well does the applicant describe:
  1. The proposed impact on the community or target population.
  2. How the project results could be national in scope.
  3. The process to replicate project activities.
  4. How the program continues beyond the federal funding.
  5. How the work plan includes meaningful support and collaboration with key stakeholders in planning, designing, and implementing all TA activities to ensure success in meeting the project goals across the key strategies.
  6. How the work plan includes key action steps or activities such as the establishment of resource and referral networks; quality control mechanisms; development of TA plans; TA site visit protocols; and engaging stakeholder and partner participation in implementing activities.
  7. How the applicant plans to assist jurisdictions with developing sustainability plans, including budget projections for continued program integration and ongoing activities after the period of federal funding ends.
  8. How the proposed goals, objectives, and work plan activities (Attachment 1) address: the planning and provision of TA; monitoring and evaluating the design and implementation of the EHE initiative at the jurisdictional level; and gathering successful innovative practices and approaches.
  9. How the applicant plans to assist jurisdictions with developing sustainability plans, including budget projections for continued program integration and ongoing activities after the period of federal funding ends.

## Criterion 5: Resources & capabilities

20 points

See Project Narrative [Organizational information](#) and [Performance reporting, evaluation, and technical support capacity](#) sections.

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

- Staff have the training or experience to carry out the project.
- Capabilities to fulfill the needs of the proposed project are clearly described.
- Adequate facilities are available to fulfill the needs of the proposed project.
- The staffing plan (**Attachment 2**) demonstrates the needed expertise and is consistent with the proposed project and highlights key staff, partners, and collaborators.

- Evidence of performing the tasks of this NOFO in prior similar national level activities, highlighting any to HIV service delivery organizations, is documented.
- Adequate infrastructure is demonstrated, and capacity to implement the project and achieve outcomes.
- Collaborative efforts with other agencies/organizations will enhance the proposed project and whether such partnerships are feasible as described.

## Criterion 6: Support requested

10 points

See [Budget and budget narrative](#) section.

The panel will review your application to determine:

- How reasonable the proposed budget is for each year of the period of performance.
- Whether costs, as outlined in the budget and required resources sections, are reasonable and align with the project's scope and proposed work plan.
- How sufficient the time is for key staff to spend on the project to achieve objectives.
- The extent to which the budget narrative fully explains each line item and justifies the resources requested, including proposed staff.

We do not consider voluntary cost sharing during merit review.

## HRSA-25-065 SCP

### Criterion 1: Need

See Project Narrative [Introduction](#) and [Need](#) sections.

The panel will review your application for:

- How well the application describes the purposed project, including the community or organization's needs that will be addressed, and contributing factors.
- The extent to which the applicant provides a clear description of the proposed project and demonstrates how activities support the EHE initiative goal of significantly reducing new HIV infections in the focus jurisdictions.
- The clarity and completeness of the description of the HIV health care landscape in the targeted jurisdictions of the EHE initiative, including any regional differences and challenges.
- The clarity and completeness of the description of the need for, and barriers to, EHE recipient jurisdictions coordinating the funding, programs, and activities with



the existing HIV care delivery systems and with other relevant funders, partners, and systems (such as HRSA HAB AETCs, CDC, CMS, CFAR, IHS, HUD, and SAMHSA) to meet to the goals of the EHE initiative.

- The extent to which the applicant describes the need to identify new partners (including traditional and non-traditional partners) to reach, engage, and retain the priority populations in HIV care.

## Criterion 2: Response

25 points

See Project Narrative [Approach](#), [High-level work plan](#), and [Resolving challenges](#) sections.

The panel will review your application for:

- How well it responds to the program's [purpose](#).
- The strength of the proposed goals and objectives and how well they relate to the project.
- How well the activities described will address the problem and meet project objectives.
- The extent to which the applicant provides a detailed discussion of the proposed methods they will use to address the stated needs in the needs assessment and meet the program requirements and expectations in this NOFO.
- The strength of the proposed work plan (**Attachment 1**) as evidenced by measurable and appropriate objectives.
- The clarity and strength of the solution-oriented approaches for addressing identified potential challenges as they relate to the effective implementation of comprehensive coordination and stakeholder engagement activities in the jurisdictions. The clarity and strength of the applicant's approach to implementing system-level coordination and planning activities, developing effective tools and strategies to identify new and existing key stakeholders, ensuring effective communication and collaboration with the TAP, and strengthening coordination and networks between the RWHAP and other federal, state, and local entities to address the key strategies of the EHE initiative.
- The clarity and strength of the proposed methods the applicant will use to provide logistical and TA support (onsite and virtual) to recipients for collaboration meetings.
- The clarity of the sustainability plans as it relates to collaboration and systems coordination activities after the funding period ends.
- The description of the obstacles to engaging current HIV partners and identifying new/key partners and plans to address those obstacles.

- The description of the challenges that may arise when disseminating innovative tools and strategies to the jurisdictions as well as nationally;
- The description of the challenges that jurisdictions may face with coordination activities, communicating with collaborators, and demonstrating sustainable coordination activities, and how you propose to address or overcome these barriers.

## Criterion 3: Performance reporting and evaluation

15 points

See Project Narrative [performance reporting, evaluation](#), and *technical support capacity* section.

The panel will review your application for:

- How strong and effective the method is to monitor and evaluate project results.
- Evidence that the measures will assess how well program objectives have been met and to what extent the results are attributed to the project.
- Evidence that it has the appropriate resources to assist recipients in conducting environmental scans, and coordinate efforts with new and existing key stakeholders to create meaningful collaborations.
- Experience providing logistical support and meeting facilitation, convening large groups, and leading cross-sector collaboration to fulfill the requirements of this NOFO.
- Evidence of a proposed process for sharing and disseminating innovative practices that is adequate and can show whether the project has met its objectives.
- Collaboration efforts with the TAP to coordinate TA needs for each jurisdiction.

## Criterion 4: Impact

20 points

See Project Narrative [High-level work plan](#) section.

The panel will review your application for:

- How effective the proposed project is likely to be.
- How strong of a public health impact it is likely to have.
- How effective their plans for sharing project results will be.
- How well does the applicant describe:
  1. What will be the impact on the community or target population.
  2. How the project results could be national in scope.
  3. The process to replicate project activities.

4. How the program continues beyond the federal funding.
5. How the work plan includes meaningful support and collaboration with key stakeholders in planning, designing, and implementing all TA activities to ensure success in meeting the project goals across the key strategies.
6. How the work plan includes key action steps or activities such as the establishment of resource and referral networks; quality control mechanisms; development of TA plans; TA site visit protocols; and engaging stakeholder and partner participation in implementing activities.
7. How the applicant plans to assist jurisdictions with developing sustainability plans, including budget projections for continued program integration and ongoing activities (TAP), and collaboration and coordination activities (SCP) after the period of federal funding ends.
8. How the proposed goals, objectives, and work plan activities (**Attachment 1**) address: the planning and provision of TA; monitoring and evaluating the design and implementation of the EHE initiative at the jurisdictional level; and planning and systems coordination; identification of new and existing key stakeholders; and meaningful collaboration with jurisdictions and the TAP.
9. How the applicant describes how they will disseminate strategies or services and interventions that have been effective and that have led to improved outcomes.
10. How the applicant plans to assist jurisdictions with collaboration and coordination activities after the period of federal funding ends.

## Criterion 5: Resources and capabilities

20 points

See Project Narrative [Organizational information](#) and [Performance reporting, evaluation, and technical support capacity](#) sections.

- The panel will review your application to determine the extent to which: Staff have the training or experience to carry out the project.
- Capabilities to fulfill the needs of the proposed project are clearly described.
- Adequate facilities are available to fulfill the needs of the proposed project.
- The staffing plan (**Attachment 2**) demonstrates the needed expertise and is consistent with the proposed project and highlights key staff, partners, and collaborators.
- Evidence of performing the tasks of this NOFO in prior similar national level activities, highlighting any to HIV service delivery organizations, is documented.

- Adequate infrastructure is demonstrated, and capacity to implement the project and achieve outcomes.
- Collaborative efforts with other agencies/organizations will enhance the proposed project and whether such partnerships are feasible as described.

## Criterion 6: Support requested

10 points

See [Budget and budget narrative](#) section.

The panel will review your application to determine:

- How reasonable the proposed budget is for each year of the period of performance.
- Costs, as outlined in the budget and required resources sections, are reasonable and align with the project's scope and proposed work plan.
- How sufficient the time is for key staff to spend on the project to achieve objectives.
- The extent to which the budget narrative fully explains each line item and justifies the resources requested, including proposed staff.

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 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.

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.

## 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

## In this step

|                                      |                    |
|--------------------------------------|--------------------|
| Application submission and deadlines | <a href="#">47</a> |
| Application checklist                | <a href="#">48</a> |

# Application submission and deadlines



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

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 October 22, 2024, at 11:59 p.m. ET.

## Submission method

### Grants.gov

You must submit your application through Grants.gov. [See Get registered](#).

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.

## Other submissions

### Intergovernmental review

This NOFO is not subject to [Executive Order 12372](#), Intergovernmental Review of Federal Programs. No action is needed.

# Application checklist

Make sure that you have everything you need to apply:

| Component                                                                           | How to Upload                                   | Included in page limit? |
|-------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------|
| <input type="checkbox"/> <a href="#">Project abstract</a>                           | Use the Project Abstract Summary Form.          | Yes                     |
| <input type="checkbox"/> <a href="#">Project narrative</a>                          | Use the Project Narrative Attachment form.      | Yes                     |
| <input type="checkbox"/> <a href="#">Budget narrative</a>                           | Use the Budget Narrative Attachment form.       | Yes                     |
| <a href="#">Attachments</a>                                                         | Insert each in a single Other Attachments form. |                         |
| <input type="checkbox"/> 1. Work plan                                               |                                                 | Yes                     |
| <input type="checkbox"/> 2. Staffing plan and job descriptions                      |                                                 | Yes                     |
| <input type="checkbox"/> 3. Biographical sketches                                   |                                                 | No                      |
| <input type="checkbox"/> 4. Agreements with other entities                          |                                                 | Yes                     |
| <input type="checkbox"/> 5. Multi-year budgets—5th year budget                      |                                                 | No                      |
| <input type="checkbox"/> 6. Project organizational chart                            |                                                 | Yes                     |
| <input type="checkbox"/> 7. Tables and charts                                       |                                                 | Yes                     |
| <input type="checkbox"/> 8. Other relevant documents                                |                                                 | Yes                     |
| <a href="#">Other required forms*</a>                                               | Upload using each required form.                |                         |
| <input type="checkbox"/> Application for Federal Assistance (SF-424)                |                                                 | No                      |
| <input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A) |                                                 | No                      |
| <input type="checkbox"/> Key contacts                                               |                                                 | No                      |



| Component                                                           | How to Upload | Included in page limit? |
|---------------------------------------------------------------------|---------------|-------------------------|
| <input type="checkbox"/> Project/Performance Site Location(s)       |               | No                      |
| <input type="checkbox"/> Grants.gov Lobbying Form                   |               | No                      |
| <input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL) |               | No                      |

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



# Step 6:

# Learn What Happens After Award

## In this step

Post-award requirements and administration [51](#)

# 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.
- The HHS [Grants Policy Statement](#) (GPS). This document is incorporated by reference in your NOA. 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](#).

## 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](mailto:HRSACivilRights@hrsa.gov).

## Executive Order on Worker Organizing and Empowerment

[Executive Order on Worker Organizing and Empowerment \(E.O. 14025\)](#) encourages you to support worker organizing and collective bargaining. Bargaining power should be equal between employers and employees.

This may include developing policies and practices that you could use to promote worker power. Describe your plans and activities to promote this in the application narrative.

## Cybersecurity

You'll need to follow specific cybersecurity guidelines if you receive an award and will be accessing HHS systems or handling personal identifiable information or personal health information. These include requirements such as:

- Creating a cybersecurity plan.
- Limiting access and training your staff on cybersecurity and privacy.
- Using multi-factor authentication and antivirus software.
- Routinely backing up data.
- Creating incident response plans and reporting any cybersecurity incidents to HHS.

To see full details, see [Manage Your Grant](#).

## 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:

- The recipient must submit progress reports semi-annually.
- The recipient must submit a Final Report.
- The NOA will contain a provision for integrity and performance reporting in FAPIIS, as required in 45 CFR part 75 Appendix XII.

## Termination

If we determine that priorities have changed, or that the project cannot attain its goals, we can terminate the award. See [45 CFR 75.372\(a\)\(2\)](#). If we decide to terminate the award, we will provide notice and an explanation to all recipients before the end of the budget period. Before termination, recipients may provide comments on the notice. Termination is a discretionary action that is not subject to appeal.



# Contacts and Support

**In this step**

|                  |                    |
|------------------|--------------------|
| Agency contacts  | <a href="#">55</a> |
| Grants.gov       | <a href="#">55</a> |
| SAM.gov          | <a href="#">56</a> |
| Helpful websites | <a href="#">56</a> |

# Agency contacts

## Program and eligibility

Yemisi Odusanya, MPH

EHE Senior Advisor, Office of the Administrator

Attn: Ryan White HIV/AIDS Program

HIV/AIDS Bureau

Health Resources and Services Administration

Email your questions to this program's in-box: [YOdusanya@hrsa.gov](mailto:YOdusanya@hrsa.gov)

Call: 301-443-7344

## Financial and budget

Beverly Smith

Grants Management Specialist

Division of Grants Management Operations, OFAM

Health Resources and Services Administration

Email your questions to this program's in-box: [bsmith@hrsa.gov](mailto: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

Electronic Handbooks Contact Center

## Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726, search the [Grants.gov Knowledge Base](https://www.grants.gov), or [email Grants.gov for support](https://www.grants.gov). 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](#)
- [Access, Care, and Engagement Technical Assistance Center \(ACE TA\)](#)
- [Best Practices Compilation](#)
- [Center for Innovation and Engagement \(CIE\)](#)
- [Center for Quality Improvement and Innovation \(CQII\)](#)
- [Dissemination of Evidence-Informed Interventions \(DEII\)](#)
- [Using Evidence-Informed Interventions to Improve Health Outcomes among People Living with HIV \(E2i\)](#)
- [Ending Stigma through Collaboration and Lifting All to Empowerment \(ESCALATE\)](#)
- [Engage Leadership through Employment, Validation, and Advancing Transformation and Equity for persons with HIV \(ELEVATE\)](#)
- [Integrating HIV Innovative Practices \(IHIP\)](#)



# Endnotes

1. If the current HHS codification of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards is superseded, the successor regulations will apply. [↑](#)