



**National Resource Center for HIV Prevention
Among Adolescents
Funding Opportunity Announcement**

Technical Assistance Webinar for Applicants

U.S. Department of Health and Human Services
Office of Adolescent Health
January 28, 2015
2 pm ET

- Review the purpose, expectations, eligibility requirements, and application instructions for the National Resource Center for HIV Prevention Among Adolescents FOA

Agenda for Today's Call

- Welcome and Overview of the Office of Adolescent Health
- Program Expectations
- Application Content
- Application Submission & Review
- Questions and Answer
- Closing Remarks

Important Call Logistics

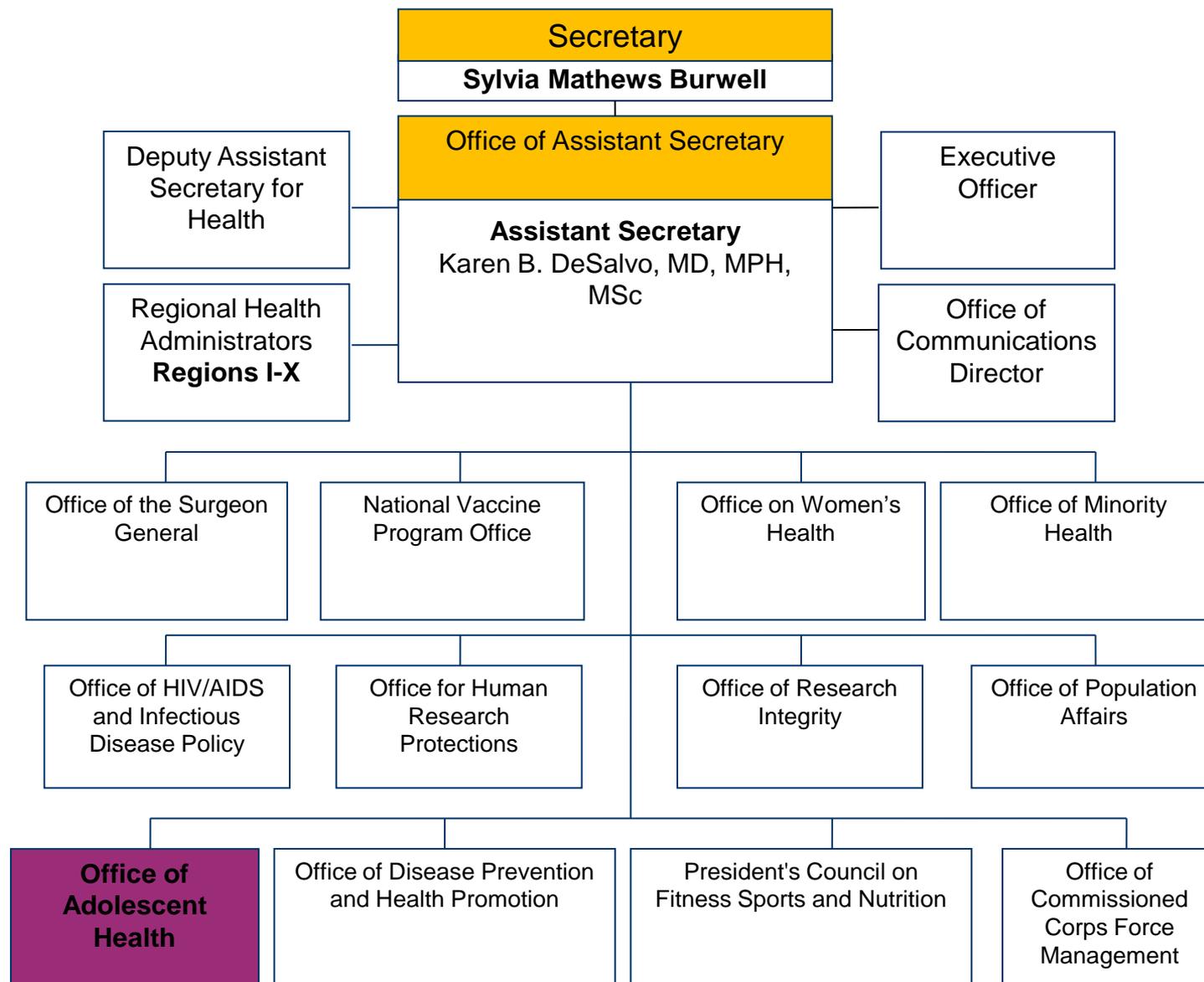
- Net-conference – Audio & Visual
 - 1-888-628-9519, passcode MAI TA CALL
- Printing slides - printer icon on bottom right of screen
- Call materials posted to OAH website in 2-3 days
- Questions and Answers
 - Q&A period at the end of the TA call
 - Questions not answered today will be added to the list of FAQs on the OAH website within a few days



Overview of the Office of Adolescent Health

- Vision - To Advance Best Practices to Improve the Health and Well-being of America's Adolescents
- Key Activities
 - Coordinate adolescent health initiatives across HHS
 - Convener of Adolescent Health: Think, Act, Grow (TAG)
 - Administer and support
 - Teenage Pregnancy Prevention (TPP) Program
 - Pregnancy Assistance Fund
 - National Resource Center for HIV/AIDS Prevention Among Adolescents
 - Several National TPP Evaluations

OASH Organizational Chart



- Official signatory for obligating federal grant funds
- Official signatory for all grant business
- Monitor all business/financial transactions on grants for compliance to Federal Regulations (including interpretation of Federal Regulations)



National Resource Center for HIV Prevention Among Adolescents Funding Opportunity Announcement Overview

**Before anything else –
Applicants should carefully read the
FOA in its entirety**

- To support the maintenance, operation, and enhancement of a HIV/AIDS resource center website to promote practical strategies to assist in the implementation of evidence-based and evidence-informed interventions and best practices targeted to adolescents

The Overall Goal

- The overall goal of this announcement is to provide practical tools and resources for service providers, community-based organizations, and professionals who serve adolescents in communities with high HIV prevalence and those at highest risk

Award Information

- Estimated Funds Available: Up to \$350,000 per year
- Period of Performance: Not to exceed 3 years
- Anticipated Number of Awards: 1
- Type of Award: Competitive Cooperative Agreement
- Application Due Date: April 10, 2015

Eligible Applicants

- Any public or private nonprofit entity located in a State
- Faith-based organizations and American Indian/Alaska Native/Native American (AI/AN/NA) organizations



Expectations of Grantees

Program Expectations

- Improve the capacity of program staff and communities to implement and promote HIV/AIDS prevention programs targeting adolescents/adolescents at high-risk
- Identify current and emerging research on programs/program models focused on effective HIV/AIDS prevention among adolescents/adolescents at high-risk
- Identify, synthesize, and host tools, resources, and trainings that will assist those accessing the site with information focused on HIV/AIDS prevention adolescents/adolescents at high-risk, young MSM, and individuals residing in rural and frontier areas

Program Expectations

- Develop strategies to provide oversight to the management of the resource center
- Provide information on marketing strategies
- Develop an evaluation plan to assess the maintenance, enhancement, and re-launch of the resource center



Application Contents

Summary/Abstract (no more than 500 words)

Project Narrative (50 page limit)

- Problem Statement
- Goal(s)/Objectives
- Proposed Project
- Special Target Populations and Organizations
- Outcomes
- Project management
- Assessment and Monitoring Plan
- Dissemination Plan
- Organizational Capability Statement
- Budget narrative/Justification
- Required forms
- Other Application Contents (not included in Project Narrative)
 - Workplan
 - Letters of Commitment

- Summary/Abstract should be clear, accurate, and concise. (No more than 500 words)
- Summary/Abstract should include (at the top):
 - Project Title
 - Applicant Agency
 - Address
 - Contact Name
 - Contact Phone Numbers (Voice, Fax)
 - E-Mail Address and Web Site Address, if applicable

Project Narrative

Problem Statement – p. 26

Goals, Objectives, and Logic Model – pp. 26-27

Proposed Project – pp. 27-28

Special Target Populations and Organizations – p. 28

Outcomes – p. 29

Assessment and Monitoring Plan – p. 29-30

Dissemination Plan – p.30

Organizational Capability Statement – p. 31

Budget Narrative/Justification – pp. 31-32

Work Plan – p. 32

Letters of Commitment from Sub-awardee Organizations and Agencies – pp. 32 - 33

- Describe objectives and activities that will achieve intended outcomes
- Goal statements should be supported by objectives that are Specific, Measurable, Achievable, Realistic, and Time-framed (SMART)

Problem Statement

- Describe the nature and scope of issues in preventing HIV/AIDS among adolescents, particularly those at high-risk, including racial and ethnic minorities
- Describe the needs of those providing services in addressing identified issues and how the program will benefit the target population
- Describe the process and/or research used in determining the identified needs
- Include descriptions of existing resources that address identified issues
- Demonstrate that an assessment has been done to determine how best to utilize the available grant funds

Proposed Project

- Provide a clear and concise description of the resource center
- Explain the rationale for using the resource center and present a clear connection between identified system gaps and needs
- Include a detail description of proposed activities
- Provide justification as to why the proposed activities were selected and note any anticipated barriers

Special Target Populations

- Describe the plan to reach the target population
- Describe how the proposed project will provide HIV prevention resources and information among all adolescents, with a special focus on adolescent groups at high risk
- Describe how the proposed project will identify the resource needs of young MSM, especially young MSM of color
- Identify and outline vested stakeholders

- Describe the measurable outcome(s) that will result from the project
- List all measurable outcomes discussed in the workplan
- Describe how the project will benefit the field at large

- Provide a clear delineation of roles and responsibilities of project staff and sub-recipients
 - Explain how staff will contribute to achievement of the project's objectives and outcomes
 - Specify responsibility for day-to-day key tasks

Assessment and Monitoring Plan

- Identify measures that will be used to assess and monitor performance
- Describe how the outcomes will be measured
- Describe how tools and techniques will be used to measure outcomes
- Describe how lessons learned will be identified and documented
- Provide a description of how user needs will be assessed

- Describe the method that will be used to disseminate and market the project's resources and tools
- Resources and tools must comply with Section 508 of the Rehabilitation Act
<http://www.hhs.gov/web/508/>
- It is expected that nationwide dissemination of resources and tools will occur

Organizational Capability Statement

- Describe how the applicant agency is organized, the nature and scope of its work, and the capabilities it possesses.
- Previous or current experience in the following should be described:
 - Technical assistance
 - Capacity building
 - History of engaging partnerships and networks

Organizational Capability Statement

- Provide an organizational chart
- Include information about any contractual and/or supportive staff/organization(s) that will have a secondary role

- Combined multi-year budget narrative /justification
- Detailed budget narrative/justification for each year of potential funding

- Must cover all three years of the project period
- The work plan should include:
 - A statement of the project's overall goal
 - Anticipated outcome(s)
 - Key objectives
 - Major task, steps, or products that will be pursued or developed to achieve the goal and outcome(s)

- Must detail the specific role and resources that will be provided, or activities that will be undertaken, in support of the applicant
- The organization's expertise, experience, and access to the target population(s) should be described

- Appendices should include:
 - Letters of Commitment
 - Curriculum Vitae for Key Personnel
 - Work Plan
 - Organizational Chart



Application Screening Criteria

- Applications must be submitted electronically
- Project narrative must not exceed 50 double-spaced pages
- 8 ½ x 11 inch (letter-size) pages
- 1-inch or larger margins on top, bottom, and both sides
- Not less than 12 point font
- All pages should be numbered



Application Submission Instructions

Receipt Deadlines

- **Electronic application submission – Must be submitted no later than 5:00pm Eastern Time on April 10, 2015, 2015, via www.grants.gov unless a waiver has been granted.**
- **Paper submission – Only after obtaining written exception 48 hours in advance of due date from the Director, HHS/OASH Office of Grants Management**

Electronic Submissions

- Application kits may be obtained electronically by accessing Grants.gov at <http://www.grants.gov>
- If you have problems accessing the application or difficulty downloading, refer to <http://www.grants.gov> or contact the Grants.gov Contact Center 24 hours a day, 7 days a week (excluding Federal holidays) at 1-800-518-4726 or support@grants.gov.

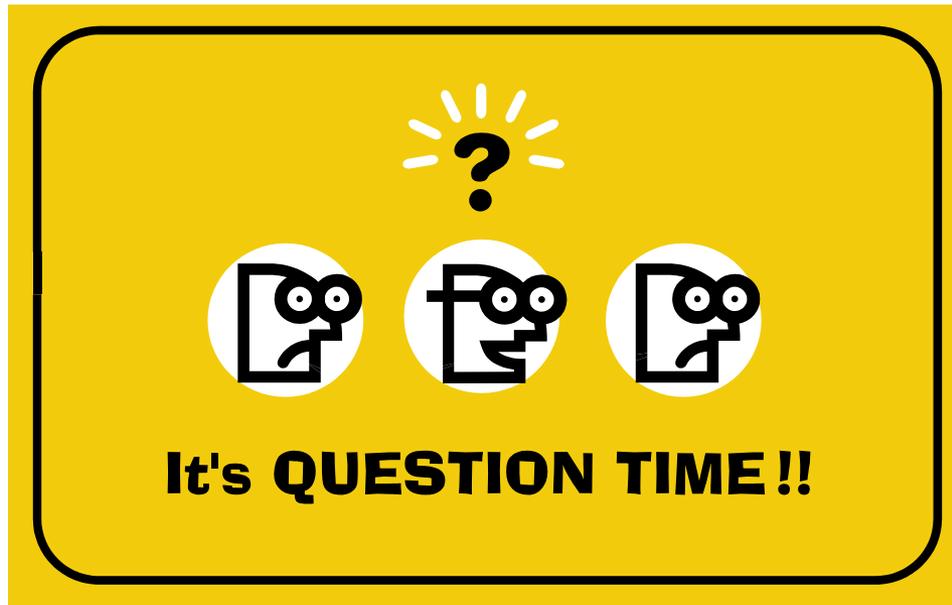
Submission and Validation

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

Electronic Submissions

- ❑ Applications will not be considered valid until all electronic application components are received according to the deadlines as discussed.
- ❑ Applications that do not adhere to the due date requirements will be considered late and will be deemed ineligible.
- ❑ To ensure adequate time to successfully submit the application we recommend applicants register immediately in Grants.gov since the registration process can take up to one month.
- ❑ Do not wait until the last day in the event you encounter technical difficulties, either on your end or with Grants.gov.

- Applicants are required to:
 - Submit a combined multi-year budget narrative, and
 - A detailed budget narrative for each year of the potential grant
 - Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, and Indirect
- Applicants should develop multi-year budgets based on level funding for each budget period (i.e., equal to exact dollar figure of the year one budget)
- Budget narrative should be detailed, reasonable, adequate, cost efficient, and aligned with the proposed work plan
- Budget Narrative does not count toward application page limits





Application Review and Screening Criteria

Application Screening Criteria

- Applications will be screened using the criteria below:
 - Submitted electronically by **5:00 p.m. (Eastern Time) on April 10, 2015**
 - Project narrative section must be double-spaced, on equivalent of 8 1/2 “ by 11” page size, with 1” margins on all sides and font not less than 12 point
 - Project narrative not exceeding 50 double-spaced pages
 - Appendices not exceeding 30 pages

Application Responsiveness Criteria

- Applications will be reviewed to determine whether they meet the following responsiveness criteria:
 - Applicant includes a dissemination plan
 - Applicant includes an Assessment and Monitoring Plan

- Applications will be evaluated and scored based on review criteria
- All eligible applications will be reviewed by:
 - Independent Review Panel
 - OGM staff
 - OAH staff

Scoring Criteria

Problem Statement (10 points)

Goals, Objectives, and Outcomes (15 points)

Proposed Project (20 points)

Special Populations and Organizations (10 points)

Organizational Capability and Project Management (20 points)

Assessment/Monitoring Plan/Dissemination Plan (20 points)

Budget Narrative/Justification (5 points)

Award Notices

- Notice of Award (NOA)
- The NOA specifies to the grantee:
 - Amount of money awarded
 - Purpose of the grant
 - Anticipated length of the project period
 - Terms and conditions

Application Tips

- Read the entire FOA and application kit BEFORE writing
- Follow instructions
- Write the Abstract - AFTER the entire narrative is complete
- Read the review criteria
- Read the application instructions
- Do NOT exceed the 50 page limit for the project narrative OR the total page limit of 80 pages for the full application
- Turn in application no later than **5 p.m. ET on April, 10, 2015**
 - Allow time for any unforeseen difficulties with the on-line application process, etc.
- Remember that the FOA is the primary guide to programmatic requirements

- Today's presentation will be posted on the OAH website for your reference.
 - <http://www.hhs.gov/ash/oah/>
 - Click on Grants in the menu bar
 - Click on Open Grants
- A transcription will also be part of the posting
- List of FAQ located on OAH website

Agency Contacts

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Questions?



Thank you!