

*Frequently Asked Questions and Answers*

*Office of Adolescent Health*

*Minority AIDS Initiative*

*National Resource Center for HIV/AIDS Prevention Among Adolescents*

**General Questions**

**Who administers the National Resource Center for HIV/AIDS Prevention among Adolescents (NRC)?**

The Office of Adolescent Health (OAH) within the Office of the Assistant Secretary for Health at the U.S. Department of Health and Human Services administers the program.

**Who is eligible to apply for the OAH Minority AIDS Initiative to manage the NRC?**

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

**What is the target population for this funding announcement?**

The target population for this funded project includes any public or private nonprofit organizations or agencies who can demonstrate their capacity to provide resources and technical assistance, has experience in building the capacity of programs and communities through the provision of resources and practical tools to improve organizational and programmatic management.

**What is the difference between a grant and a cooperative agreement?**

A cooperative agreement is an award instrument of financial assistance where "substantial involvement" is anticipated between the HHS awarding agency and the recipient during performance of the contemplated project or activity. When there is likely to be substantial involvement in the planning and implementation of the programs funded on the part of the federal agency, a cooperative agreement is used. Departmental-recipient involvement is the

major practical difference between the two award instruments. "Substantial involvement" means that the recipient can expect Federal programmatic collaboration or participation in managing the award. The Office Adolescent Health will be substantially involved in the programmatic aspects of the cooperative agreement. Specific information regarding substantial involvement is located on page 4 of the funding opportunity announcement.

### **Application Submission Questions**

#### **May an individual submit a grant application?**

Cooperative agreements are awarded to organizations rather than individuals. An application may be submitted by an individual authorized to act/sign for an organization and to assume the obligations imposed by the legislation and any additional conditions of the grant. However, the award will not go directly to that individual but to the organization which the individual represents.

#### **How should applications be submitted?**

Applications are due April 10, 2015 by 5 p.m. ET. To receive consideration, applications must be received electronically via Grants.gov by the HHS Office of the Assistant Secretary for Health (HHS/OASH), Office of Grants Management (OGM) no later than this due date. Applications which do not meet the specified deadlines will be returned to the applicant unread. All applicants must submit electronically via Grants.gov unless they obtain a written exemption from this requirement 2 business days in advance of the deadline by the Director, HHS/OASH Office of Grants Management. Applicants are encouraged to initiate electronic applications early in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadline.

#### **Should the application narrative be submitted in a specific format?**

Yes. A suggested outline is provided in the Funding Opportunity Announcement. The typed, double-spaced, 50 page limit for the program narrative should be strictly observed. The 80 page application limit when appendices are included should also be strictly observed. Applications that exceed the 50 page limit on the narrative or the 80 page total page limit will be deemed non-responsive and will not be reviewed. **All pages in the application should be numbered.** Applications should be submitted on the PHS 5161 form. Only the appendices listed in the Funding Opportunity Announcement should be included in the submitted application.

**When will funds be awarded?**

Cooperative agreement awards under this program announcement will be awarded by July 1, 2015.

**Are proposed MAI projects subject to Intergovernmental Review?**

Applicants under this announcement are not subject to the review requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs," as implemented by 45 CFR Part 100.

**Will OAH extend the deadline for submission of applications?**

No. Applications that fail to meet the application due date will not be reviewed and will receive no further consideration.

**Funding Decision Questions**

**Who will make the funding decision?**

An independent review panel will evaluate applications that pass the screening and meet the responsiveness criteria if applicable. These reviewers are experts in their fields, and are drawn from academic institutions, non-profit organizations, state and local government, and Federal government agencies. In addition to the independent review panel, Federal staff will review each application for programmatic, budgetary, and grants management compliance. Final award decisions will be made by the Director of the Office of Adolescent Health.

**Will only one organization be awarded a cooperative agreement?**

Yes. Under this funding announcement, OAH does not anticipate funding more than one applicant.

**Purpose and Grantee Expectations**

**What is the purpose and goal of the National Resource Center (NRC)?**

The purpose of the NRC is to support and promote interventions and strategies to better integrate HIV prevention services focused on adolescents within racial and ethnic minorities through the promotion of evidence-based and evidence-informed programs and promising practices, and linkages to training and technical assistance opportunities, research, and consultation.

The goal of this funding is to provide access to practical tools and resources for service providers, community-based organizations, and professionals who serve adolescents in communities with high HIV prevalence and are at-risk. The long-term goals the resource center seeks to achieve are to provide capacity building, resources, and tools necessary for programs to instill preventive health and healthy sexual behavior among adolescents, increase condom use among sexually active participants, increase HIV testing among adolescents, and increase linkage of HIV positive adolescents into existing systems of care.

**What are the general expectations of an awardee under this funding opportunity announcement?**

OAH seeks applications from public or private nonprofit organizations or agencies that can demonstrate their capacity to provide overall management to a resource center, build the capacity of programs and communities by providing access to resources and practical tools necessary for programs to prevent HIV/AIDS infection, promote increased HIV testing among adolescents, and increase linkage of HIV positive adolescents to existing systems of care. More information on grantee expectations is detailed on page 10 of the FOA under the section, *Objective Specific Expectations* in alignment with the project goal.

**Who is the intended audience for the website?**

The intended audience for this web-based resource center is service providers, community-based organizations, and professionals who serve adolescents in communities with high HIV prevalence and at at-risk for HIV infection. This online resource center will provide youth-serving professionals and organizations with access to practical tools and resources for HIV/AIDS prevention for adolescents and serve as a source of capacity building resources.

The NRC website aims to provide information and practical tools to healthcare professionals, youth-serving providers (especially among racial and ethnic minorities most at risk for HIV infection) and community-based programs with interactive and up to date information to prevent HIV infection in adolescents as well as improve the integration of HIV prevention services into existing systems of care.

**What types of information will be the focus of the online resource center?**

This online resource center information can include but is not limited to an interactive, multimedia, web-based resource center for information focused on HIV/AIDS prevention among adolescents; a repository of evidence-informed and evidence-based trainings and resources for program implementation of intervention models, including resources on social media, social marketing, and emerging technology; links to organizations currently implementing evidence-based interventions, etc. A list of examples of activities can be found on page 10 in the FOA under the section, *Summary of Activities*.

While the resource center will provide information and resources on HIV prevention among all adolescents as a vulnerable population, special focus should be placed on adolescent groups at high-risk for HIV infection. These include African American and Hispanic/Latino adolescents engaging in male to male sexual contact, adolescents who are runaways, homeless, youth in detention centers or foster care, or not in school, as well as adolescents residing in communities with high rates of HIV and STDs.

**Are grantees expected to collaborate with other agencies and organizations?**

The grantee is expected to engage in cross-agency collaborative efforts with key organizations or agencies, federal agencies, as well as non-profits that serve the target audience. More information on cross-agency collaborations can be found on page 14 of the FOA under the section, *Cross-agency Collaborations*.

**Evaluation and Performance Measures Questions**

**Are applicants expected to evaluate their projects?**

Applicants are expected to focus on the progress of measurable outcomes in the maintenance, enhancement, and re-launch of an informative, diverse, and comprehensive online resource center. Applicants are expected to evaluate their projects and report progress on their performance measures. A list of examples of performance measures applicable to this project are located in Section I, the *Funding Opportunity Description*, and in the *Assessment and Monitoring Plan* section on p. 14-15.

**Technical Assistance Questions**

**Will OAH provide any technical assistance to prospective applicants for this funding opportunity?**

Yes. OAH will facilitate a webinar for interested applicants to learn more about this funding opportunity. However, OAH does not provide individual technical assistance to applicants in completing the application process, nor does OAH respond to questions about individual applications. The net conference workshop will be recorded in its entirety and will subsequently be available on the Internet for prospective applicants to view until the closing date of this announcement. Please see the OAH website ([www.hhs.gov/ash/oah](http://www.hhs.gov/ash/oah)) for more information regarding the technical assistance workshop and for access to the webinar recording, slides and transcript. Registration information will be posted on the OAH web site.

### **Funding Questions**

#### **What is the maximum amount of funding allowed under this funding announcement?**

The amount of funding is up to \$350,000 per year through a three-year cooperative agreement. Applicants who request above the maximum amount will not be eligible for funding and their applications will not be reviewed and will receive no further consideration.

#### **How many applications can an organization submit under this funding announcement?**

Applicants may only submit **one** application for consideration under the NRC funding announcement.

#### **How many years of funding can an awardee receive?**

Cooperative agreements may be approved for project period of up to three years. Projects are funded in annual increments (budget periods). Funding for all approved budget periods beyond the first year of funding is contingent upon the availability of funds, satisfactory progress of the project, and adequate stewardship of Federal funds.

### **Budget Questions**

#### **How detailed should a budget be?**

Applicants should include a budget and budget narrative justifying each of the budget categories, describing each personnel position, annual salary, percent of time on the project, contractual services, and total Federal funds requested.

#### **Are matching funds required?**

No, matching funds are not a requirement for this award. While there is no cost sharing requirement included in this FOA, applicant institutions, including any collaborating institutions, are welcome to devote resources to this effort. Any indication of institutional support from the applicant and its collaborators indicates a greater potential of success and sustainability of the project. Examples of institutional support could include: donated equipment and space, institutional funded staff time and efforts, or other investments. Applicant organizations that plan to provide support should indicate institutional support by outlining specific contributions to the project and providing assurances that their organization and any collaborators are committed to providing these funds and resources to the project.