

Pre-Application Technical Assistance Call

**Integrating Routine HIV Testing and Linkage to HIV Care
and Treatment in Family Planning Services Grants**

And

**The Adoption and Implementation of Health Information
Technology in Family Planning Services Grants**

Competitive Grant Application: CFDA – 93.217

April 25, 2013, 11:00 – 12:00 PM EST

Department of Health and Human Services
Office of the Assistant Secretary for Health
Office of Population Affairs



Welcome and Introductions

- Susan B. Moskosky, MS, RNC
Acting Director, Office of Population Affairs
- David M. Johnson, MPH
Public Health Advisor, Office of Family Planning

Call Agenda

- Background/Purpose
- Funding Opportunity Description
- Award Information
- Review and Selection Process
- Application Content
- Application Submission
- Contacts
- Questions & Answers

Application Information

Where to find all application related information...

1. <http://www.grants.gov/>
2. Search using the “Find” function for the announcement and the CFDA# 93.217
3. Complete your application using the “Apply” function



Application Information

Region	HIV Funding Number	HIT Funding Number
I	PA-FPH-13-29	PA-FPH-13-42
II	PA-FPH-13-39	PA-FPH-13-43
III	PA-FPH-13-40	PA-FPH-13-44
IV	PA-FPH-13-32	PA-FPH-13-45
V	PA-FPH-13-33	PA-FPH-13-46
VI	PA-FPH-13-34	PA-FPH-13-47
VII	PA-FPH-13-35	PA-FPH-13-48
VIII	PA-FPH-13-36	PA-FPH-13-48
IX	PA-FPH-13-37	PA-FPH-13-50
X	PA-FPH-13-38	PA-FPH-13-51

Background – HIV Integration and Linkage to HIV care and Treatment

Purpose

- The intention of this funding is for Title X-funded service grantees (Part A) to provide high impact HIV prevention services and (Part B) to develop and implement enhanced, bi-directional linkage services between Title X service sites and Ryan White-funded HIV medical service sites.

**READ THE ENTIRE FUNDING
ANNOUNCEMENT**

2013 Funding Opportunity – HIV

- Expected availability of funding for competitive grants
- Funding will be grants, rather than grant supplements
- Anticipated Start Date: August 1, 2013
- Project Period: Up to three (3) years, August 1, 2013 – July 31, 2016; although shorter project periods may be approved
- Budget Period: Grants will be funded in annual increments (12 months)
- Funding beyond the first year is dependent on:
 - Availability of appropriated funds in subsequent fiscal years
 - Satisfactory progress of the project
 - Adequate stewardship of Federal funds
 - Decision that funding is in the best interest of the Federal government

Application & Award Information – HIV

Eligible Applicants:

- Any Title X family planning service grantee funded as of June 30, 2013 is eligible to apply
 - Sub-recipient agencies must apply through the Title X grantee
- Priority for funding will be given to sites in areas with high HIV prevalence and high numbers of at-risk clients
 - The facility should have an HIV prevalence rate at or above 0.1%, and optimally, a newly diagnosed (i.e., previously unaware of infection) HIV prevalence rate of $\geq 0.1\%$

Application & Award Information – HIV

- Successful applications will include documentation that reflects characteristics of service site(s) for which funding is requested, including:
 - whether a racial/ethnic minority population, demonstrated to be at high risk of HIV infection, comprises a significant proportion of the total population (>50%);
 - the degree to which site(s) serve individuals, populations, or areas with documented need for HIV prevention services beyond basic HIV prevention education; and
 - the degree to which there are documented high or increasing rates of HIV, AIDS, and/or STIs within the service site target area

Application & Award Information – HIV

Part A

- Maximum funding per grantee: \$1,010,000
- Maximum funding per project: \$200,000 (range \$50,000 - \$200,000)

Part B

- Maximum funding per grantee: \$100,000
- Maximum funding per project: \$100,000 (range \$50,000 - \$100,000)

Part A and B – funding request per grantee may not exceed \$1,110,000

Application & Award Information – HIV

Two Related Components

Part A

- To provide high impact HIV prevention services integrated with Title X family planning services
 - Opt-out HIV testing
 - Linkage to care
 - Behavioral interventions through counseling
 - Condom distribution
 - STI screening & treatment

Part B

- To develop and implement enhanced, bi-directional linkage services between Title X service sites and Ryan White-funded HIV medical service sites
 - The Ryan White-funded HIV medical service site is either co-located with the Title X site, or has an established, collaborative relationship with the Title X service site funded under Part A
- The project **must** be approved and funded for Part A to be considered for Part B

Application Content

Your must application include:

- Project Narrative
- Budget Narrative/Justification
 - Standard Forms 424 and 424a

Project Narrative – HIV

- Provide a description of the need for the project
- Clearly describe service sites where the project will be implemented
- Include goals and objectives that are “SMART” (Specific, Measurable, Achievable, Realistic, and Time-framed)
- Establish a specific work plan & evaluation plan
- Each Title X grantee may submit **only one** application that may include separate project proposals for each area where funding is requested

Highlights – Part A HIV: Project Narrative - Pages 16 – 20

- Location and HIV prevalence for specific area
- Plan for high impact HIV prevention services integrated with family planning services
- Linkage partnerships
- Identification of “best practices”

Highlights – Part B HIV: Project Narrative - Pages 22 – 24

- Include plan to:
 - Enhance linkages for clients who are diagnosed with HIV at Title X service site to primary and specialty care at Ryan White-funded site
 - Provide enhanced case management and counseling for HIV positive clients
 - Develop bi-directional linkages, which may include providing family planning services for HIV positive clients in the family planning or Ryan White-funded HIV medical service site

Project Narrative – HIV

Page Limits

Part A

- For each proposed project area requesting funds for Part A only, the project narrative must not exceed a total of five (5) pages
- In addition to individual project proposals, the grantee may include up to five (5) pages of additional supporting information

Part B

- For each proposed project area requesting funds for Parts A and B, the narrative must not exceed a total of ten (10) pages

Appendices must not exceed 20 pages for the total application

Budget Narrative/Justification – HIV

- Submit a budget and budget narrative specific to each project area for which funds are requested that pertains to Part A and Part B (if appropriate)
- Budget for each proposed project must be clearly defined and tied directly to proposed activities
- Submit one consolidated SF424 and 424A, for the entire application package, which includes the total amount of funds requested for all proposed projects
- Funded grantees and projects will be expected to participate in an OPA HIV Prevention Technical Support Conference in Year One, and periodically throughout the project period (dates and locations to be announced).
 - Applicants should include funds within the Year One budget for participation of up to two persons per project and two persons per grantee

Background – Adoption and Implementation of Health IT

Purpose

- The intention of this FOA is to support Title X grantees, sub-recipients and service sites in adopting and implementing HIT systems to become meaningful users of HIT, including EHR and practice management systems. The goal of this funding support these systems to increase access to care, improve quality of care and bill third party payers.

**READ THE ENTIRE FUNDING
ANNOUNCEMENT**

Application & Award Information

Eligible Applicants:

- Any Title X family planning service grantee funded as of June 30, 2013 is eligible to apply
 - Sub-recipient agencies and service sites must apply through the Title X grantee
- Maximum funding per Title X grantee: \$250,000
- Funding range - \$20,000 - \$250,000

Application Content

Your must application include:

- Project Narrative
- Budget Narrative/Justification
 - Standard Forms 424 and 424a

Project Narrative

- Provide a description of the need for the project
- Clearly describe service sites where the project will be implemented
- Include goals and objectives that are “S.-M.-A.-R.-T” (Specific, Measurable, Achievable, Realistic, and Time-framed)
- Establish a specific work plan & evaluation plan
- Each Title X grantee may submit **only one** application, though this application may include multiple components, addressing multiple sub-recipients and/or service sites

Project Narrative

Pages 16 – 18

- Provide a clear description of the need for the proposed HIT-related services, including the resources that have been dedicated to HIT
- Include a full description of how the proposed funding will be used:
 - Grantee's capacity to use funds quickly and efficiently
 - Consistency with Title X requirements and Program Priority 5
 - Detailed work plan and staff responsibilities
 - Participating sub-recipient and service site agencies
 - Goals statement(s) with S-M-A-R-T objectives

Project Narrative

Pages 16 – 18

- Full description of the existing HIT system
 - Include a description of plans to develop, improve and/or augment the current HIT system
 - If the agency currently lacks a system, a full description of the process to be used to identify a system, or if know, that which is to be acquired.
 - All narratives must should include Goals, Objectives and Milestones for the proposed HIT integration project
- Description of the need for these funds to accomplish Title X project goals

Project Narrative - HIT

Page limits

- Narrative – maximum of 15 double-spaced pages
- Appendix – maximum of 10 double-spaced pages

Budget Narrative/Justification – HIT

- Submit a budget and budget narrative specific to the Health IT implementation project application
- Submit one consolidated SF424 and 424A, for the entire application package, which includes the total amount of funds requested for all proposed projects

Application Submission

- Submit all required forms and compile all project proposals, including budgets and budget justifications, into one application package
- **Applications that fail to meet the application due date will not be reviewed and will receive no further consideration**
 - All applications must be submitted electronically through Grants.gov unless the applicant has a written exemption from Director, HHS/OASH Office of Grants Management

Application Submission

Please Follow Instructions Carefully

- Project Narrative section must be:
 - One-sided,
 - Double-spaced
 - On 8 ½ " x 11" inch page size
 - Have 1" margins on all sides (top, bottom, left and right)
 - Minimum of 12-point font
 - **Exceptions:** Tables and charts may use a font size **no less than 10 points** and may be **single-spaced**.
- Proposed budget may not exceed maximum indicated in Range of Awards
- The application must meet the Application Responsiveness Criteria
- NOTE: The following items do not count toward the page limit: required forms, including SF 424 and SF 424A, budget justification and/or budget narrative

Application Review

- Applications will be evaluated and scored based on review criteria listed in the funding announcement
- There are distinct review criteria for the HIV Part A & Part B application and for the HIT
- All eligible applications will be reviewed by an independent review panel with technical expertise in applicable fields
- Applications are also reviewed by
 - OGM staff for administrative & business compliance
 - OPA staff for programmatic compliance
- Objective Review Process is formal and confidential. OGM and OPA staff is available for questions and to ensure the process is consistent and fair, but do not participate in discussion and scoring

Application Due Dates

Electronic applications must be received at
www.grants.gov by:

HIV applications 5 PM, EDT on May 10, 2013

HIT applications 5 PM, EDT on May 17, 2013

Contacts

Program Questions

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Budget Questions

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The Grants.gov Contact Center is available 24 hours a day, 7 days a week (excluding Federal holidays) at 1-800-518-4726, <http://www.grants.gov> or by email at support@grants.gov.

The GrantSolutions.gov help desk can be reached by phone at 1-800-618-0223 or 301-231-6005 (8:00 a.m. to 6:00 p.m. EST, Monday – Friday) and by email at: help@grantsolutions.gov.

Questions & Answers

