PS19-1904: Capacity Building Assistance (CBA) for High Impact HIV Prevention Program Integration

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Pre-Application Technical Assistance (TA) Session

Component 1: National Training
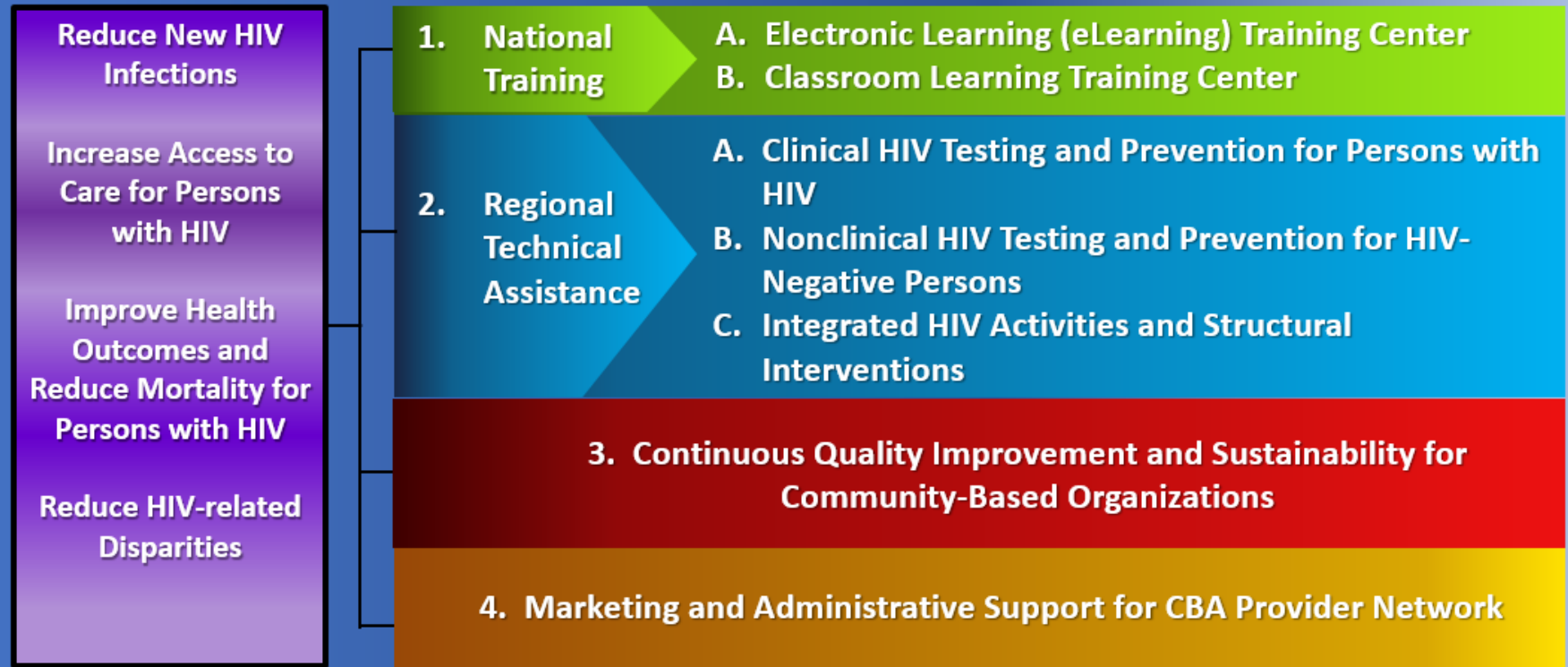
Fall 2018

Purpose

- **Supports a CBA Provider Network (CPN)**

- **Strengthens the capacity and improves the performance of the HIV prevention workforce to optimally plan, integrate, implement, and sustain comprehensive HIV prevention programs and services**

- **Promotes and supports national prevention goals, the HIV care continuum, and CDC's High-Impact HIV Prevention (HIP) approach**

https://www.cdc.gov/hiv/funding/announcements/ps19-1904/index.html

PS19-1904: Capacity Building Assistance (CBA) for High Impact HIV Prevention Program Integration

To strengthen the capacity and improve the performance of the national HIV prevention

Reduce New HIV Infections

Increase Access to Care for Persons with HIV

Improve Health Outcomes and Reduce Mortality for Persons with HIV

Reduce HIV-related Disparities

1. **National Training**
   A. Electronic Learning (eLearning) Training Center
   B. Classroom Learning Training Center

2. **Regional Technical Assistance**
   A. Clinical HIV Testing and Prevention for Persons with HIV
   B. Nonclinical HIV Testing and Prevention for HIV-Negative Persons
   C. Integrated HIV Activities and Structural Interventions

3. **Continuous Quality Improvement and Sustainability for Community-Based Organizations**

4. **Marketing and Administrative Support for CBA Provider Network**

Health Disparities, Social Determinants of Health, Cultural Competence

Presentation Outline

- **Required Activities**
- **Measured Outcomes**
- **Award Information**
- **Eligibility Information**

- **Application Submission**
- **Application Review**
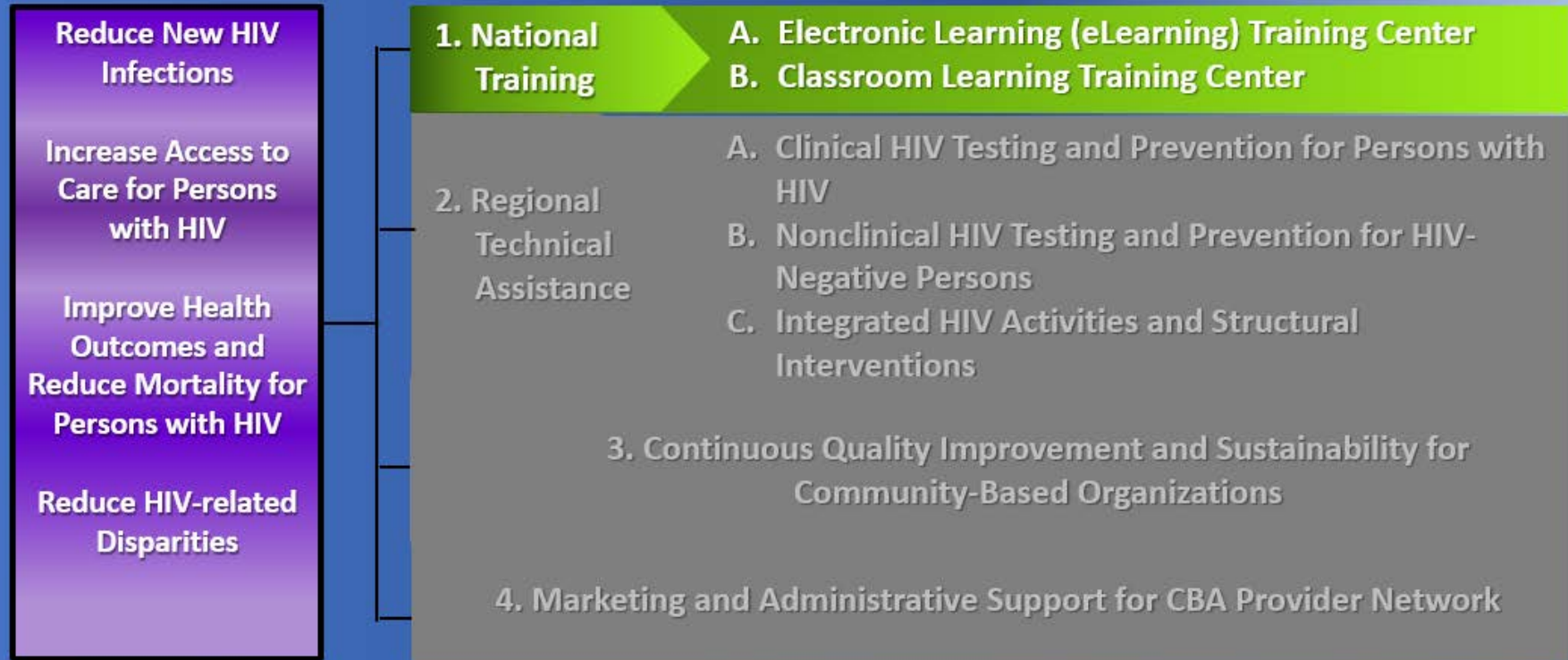- **Pre-Application Technical Assistance**

Required Activities

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Health Disparities, Social Determinants of Health, Cultural Competence

Component Overview

- **Develop and deliver a comprehensive training program to increase the HIV prevention knowledge, skills, and competencies**
  - May use staff, subcontractors, consultants, etc.
  - Applicant must perform substantial role
- **Training includes utilization of existing and newly developed training packages for CDC-supported high impact HIV prevention (HIP) interventions, public health strategies, and other topics of national significance.**

Component Overview

- **Training curricula, products, and materials**
  - must be culturally, linguistically, and educationally appropriate as well as fully 508-compliant for people with disabilities
- **Partnership with the AIDS Education Training Centers and the National Network of STD/HIV Prevention Training Centers**
- **PS19-1904 Training Guidance (Attachment C)**
  - Additional standards, considerations, tips, examples, and resources to support applicants for Component 1: National Training

Component 1: National Training Required Activities

For ALL applicants:

- **In partnership with CDC, annually develop and implement a work plan**
  - outlines for development and delivery of training
  - based on review of existing training, assessment of training needs, and CDC priorities for the HIV prevention workforce

- **Select either Track A: Electronic Learning (eLearning) Training Center OR Track B: Classroom Learning Center**
  - implement the track-specific required activities as described in the NOFO

Track A. Electronic Learning Training Center Required Activities

Track A applicants must:

- **Maintain and/or update content for existing eLearning trainings**

- **Develop a minimum of <u>three</u> new eLearning trainings per budget year**

- **Update and transition a minimum of <u>three</u> existing classroom training to eLearning format per budget year**

Key Resource: CDC's E-Learning Essentials Guide

Track A. Electronic Learning Training Center Required Activities

Track A applicants must:

- **Collaborate with Track B: Classroom Learning Training Center to develop and deliver training with a blended learning format**

- **Post and maintain a national schedule for eLearning training**

Track A. Electronic Learning Training Center

Measured Short-Term Outcomes:

- **Increased CDC-approved trainings available in eLearning or blended learning formats**

- **Increased organizations implementing CDC-supported HIP interventions and public health strategies**

Track B. Classroom Learning Training Center Required Activities

Track B applicants must:

- **Maintain and/or update content for existing classroom-based training**

- **Develop a minimum of <u>three</u> new classroom-based training packages per budget year**

National Training
Track B. Classroom Learning Training Center

- **Deliver at least 150 classroom-based and/or blended format trainings per budget year**
  - includes logistical coordination and support activities (e.g., scheduling, dissemination of training materials, securing appropriate training space, providing experienced trainers, pre- and post-course communication with trainees, etc.

- **Collaborate with Track A: ELearning Training Center to develop and deliver training with a blended learning format**

- **Post and maintain a national schedule for classroom-based training**

Track B. Classroom Learning Training Center

Measured Short-Term Outcomes:

- Increased CDC-approved trainings available in classroom and blended learning formats

- Increased organizations implementing CDC-supported HIP interventions and public health strategies

- Increased national trainers with the capacity to deliver CDC-approved classroom or blended learning trainings

- Increased health departments conducting HIP interventions and public health strategies training using CDC-approved curricula

- Continued trainer capacity to deliver all new and existing CDC-approved classroom or blended learning training curricula

Award Information

Component 1: National Training Funding

- **Cooperative Agreement**
  - Project Period: April 1, 2019 – March 31, 2024
- **Total Fiscal Year (Annual) Funding - $9,000,000**
  - Track A: Electronic Learning Center
    - 1 national award
    - Funding range: $3,000,000 - $3,050,000
  - Track B: Classroom Learning Center
    - 1 national award
    - Funding range: $6,000,000 - $6,050,000

Eligibility Information

Unrestricted Eligibility

- American Indian/Alaska Native tribal governments (federally recognized or state-recognized)
- American Indian/Alaska native tribally designated organizations
- Alaska Native health corporations
- Colleges
- Community-based organizations
- Faith-based organizations
- For-profit organizations (other than small business)
- Healthcare corporations
- Healthcare organizations
- Hospitals
- Nonprofit with 501C3 IRS status (other than institution of higher education)
- Nonprofit without 501C3 IRS status (other than institution of higher education)
- Political subdivisions of States (in consultation with States)
- Professional associations
- Research institutions (that will perform activities deemed as non-research)
- Small, minority, and women-owned businesses
- State and local governments or their Bona Fide Agents
- Tribal epidemiology centers
- Universities
- Urban Indian health organizations

Additional Information on Eligibility

If any of the following required documentation is missing, the application will be deemed nonresponsive and not considered for further review.

- Applicants may submit only <u>one</u> application for <u>one</u> component
- For Component 1, applicants must clearly select <u>one</u> track
- For Component 2, applicants must select <u>one</u> geographic region with documentation of an established operating unit/office
- For Component 2, applicants must clearly select <u>one</u> track
- Applicants are limited to an indirect cost rate of 8% (unless an exempted organization)
- Applicants must submit a <u>complete</u> application

Application Submission

Required Registrations

- **Data Universal Numbering System (DUNS)**
  - [DUNS website](#) or (866) 705-5711
  - 1-2 business days

- **System for Award Management (SAM)**
  - [SAM website](#) (must have DUNS number)
  - 3-5 business days but up to 2 weeks, requires annual renewal

- **Grants.gov**
  - [grants website](#) (must have DUNS number and SAM account)
  - Same day but can take up to 8 weeks
  - **Register early!!!**

Application

- **Table of Contents**
- **Project Abstract Summary**
- **Project Narrative (19 pages)**
  - Background, Approach, Evaluation and Performance Measurement Plan, Organizational Capacity to Implement Approach, Work Plan

- **Budget Narrative (no page limit)**
- **CDC Assurances and Certifications**

Application Update

- **Work Plan**
  - Name and submit as an attachment to the application under "Other Attachments"; no page limit
  - Reference named attachment in "Work Plan" section of the Project Narrative

- **Evaluation and Performance Measurement Plan**
  - Name and submit as an attachment to the application under "Other Attachments"; no page limit
  - Reference named attachment in "Evaluation and Performance Measurement Plan" section of the Project Narrative

Application Attachments

- **Indirect Cost Rate Agreement, if applicable**

- **Non-Profit Organization IRS status forms, if applicable**

- **Demonstration of organizational capacity**
  - List of acceptable attachments outlined in "Additional Information on Eligibility" section
  - No page limit
  - Materials will be considered during application review

Important Reminders

- **Follow all instructions related to the content, form, and submission of the application**
  - requirements, font, line spacing, page limitations, file formats, and file naming conventions

- **Letters of Intent are due October 12, 2018**
  - CBANOFO@cdc.gov

- **Applications are due November 12, 2018 by 11:59pm ET**
  - [grants.gov website](http://grants.gov)

- **Leave sufficient time to ensure successful application submission before published deadline**

Application Review

Phase I Review

- **Eligibility, completeness, and responsiveness as detailed in PS19-1904**

- **Ineligible, incomplete, and non-responsive applications will not be considered for further review**

- **Notification if application does not meet eligibility criteria and/or application requirements**

Phase II Review

- **Objective review and evaluation (100 points)**
  - Approach (35 points)
  - Evaluation and Performance Measurement (25 points)
  - Organizational Capacity to Implement Approach (40 points)
  - Budget (Reviewed but not scored)
- **Ranked scores by component and track**
- **Notification of application status within 30 days following completion of Phase II Review**

Phase III Review

- **CDC Funding Preferences**
  - Preference to avoid unnecessary duplication of services;
  - Preference for balance of funded applicants based on burden of HIV infection within jurisdictions and disproportionately affected geographic regions, as measured by CDC;
  - Preference for applicants that propose cost-effective programs that fully maximize the impact of CDC's fiscal resources; and
  - Preference for applicants with extensive experience (at least 2 years) building the capacity of the HIV prevention workforce.

Phase III Review

- **Pre-decisional site visit (75 points)**
  - CDC staff meets with applicants
  - CDC technical review of applications
  - CDC assessment of applicant's demonstrated capacity for proposed program
  - Identification of any needed support from CDC
- **Minimum PDSV score of 50 points**

Funding Determinations

- **Based on ranked scores from application review and consideration for CDC funding preferences**

- **Announcement and anticipated award date will be no later than April 1, 2019**

Pre-Application Technical Assistance

Important Resources

- **PS19-1904 Application Package**
  - www.grants.gov

- **PS19-1904 Website**
  - https://www.cdc.gov/hiv/funding/announcements/ps19-1904/index.html
  - Attachments, FAQs, application checklist, etc.

- **Live Web Conference Calls**
  - CDC review and Q&A sessions for each component
  - Schedule and information on PS19-1904 website

Agency Contacts

- **For programmatic technical assistance, contact:**

  DaDera Moore, Project Officer

  Email: cbanofo@cdc.gov

  Phone: (404) 718-3180

- **For financial, awards management, and budget assistance, contact:**

  Thelma Jackson, Grants Management Specialist

  Email: koy8@cdc.gov

  Phone: (770) 488-2823

Agency Contacts

- **For assistance with submission difficulties related to grants.gov website, contact:**

  Contact Center

  Phone: (800) 518-4726

  Hours of Operation: 24 hours a day, 7 days a week, except on federal holidays

- **For all other submission questions, contact:**

  Technical Information Management Section

  Email: ogstims@cdc.gov

  Phone: (770) 488-2700

Thank You!!

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348   www.cdc.gov