



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

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**Capacity Building Branch (CBB)**

Pre-Application Technical Assistance (TA) Session

Component 3: Continuous Quality Improvement and Sustainability for Community-Based Organizations

Fall 2018

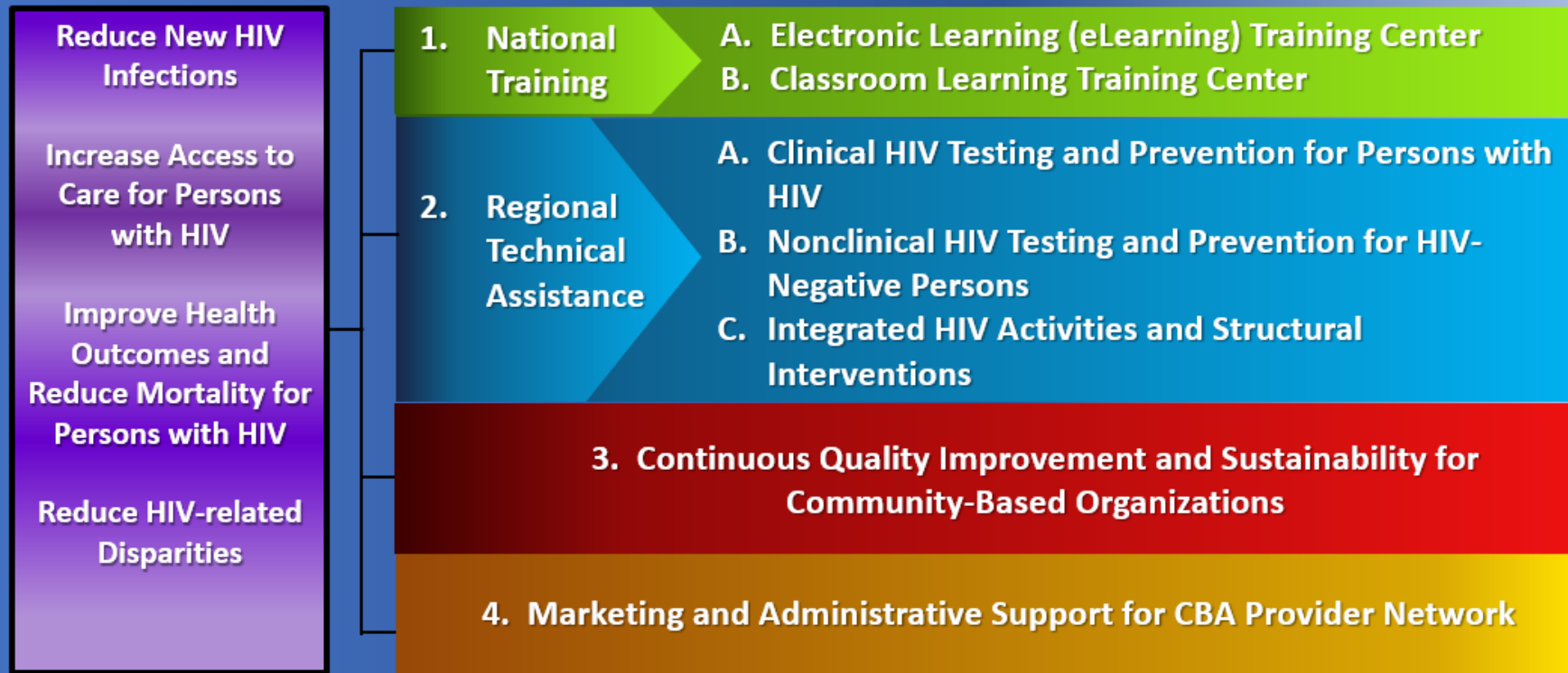
# Purpose

- **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***



Health Disparities, Social Determinants of Health, Cultural Competence

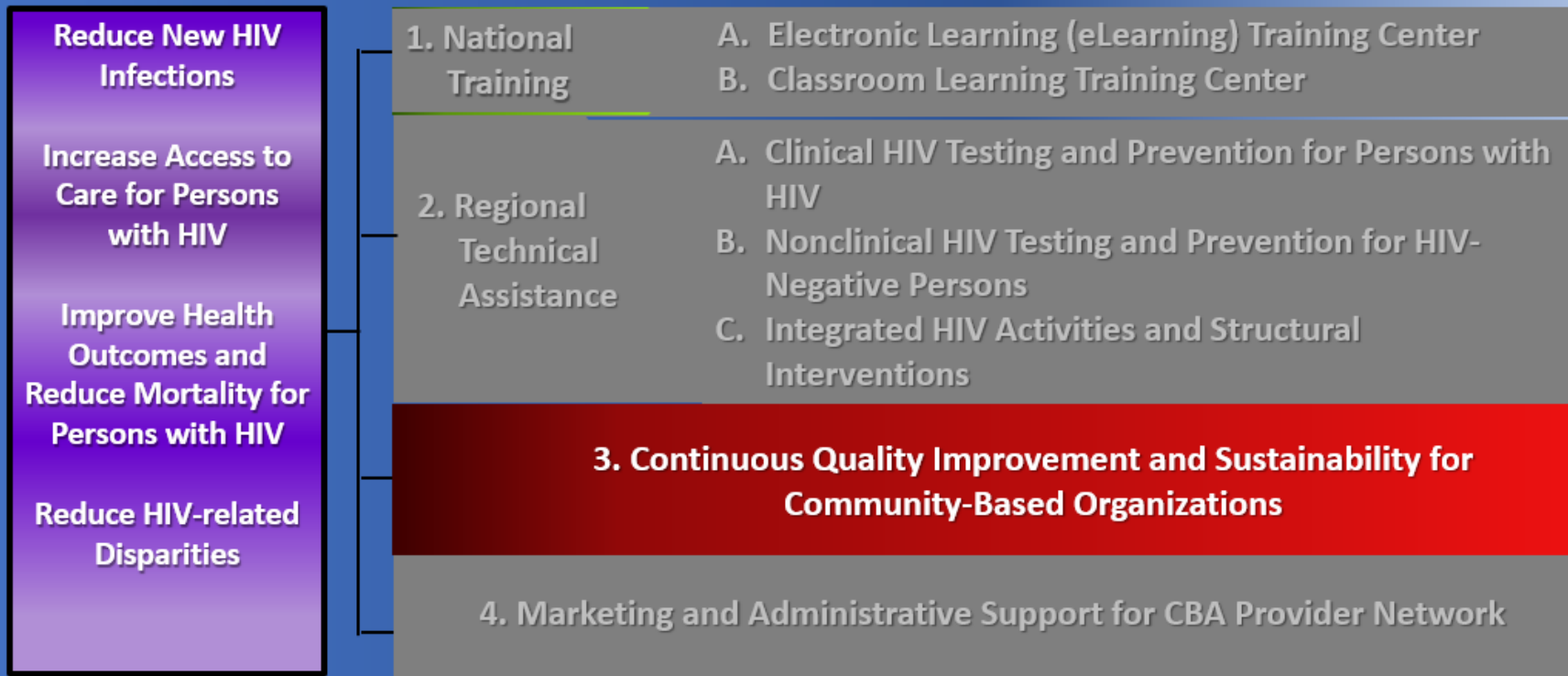
# Presentation Outline

- **Required Activities**
- **Measured Outcomes**
- **Award Information**
- **Eligibility Information**
- **Application Submission**
- **Application Review**
- **Pre-Application Technical Assistance**

# Required Activities

# 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*



Health Disparities, Social Determinants of Health, Cultural Competence

# Component Overview

- **Design and conduct a web-based distance-learning program**
  - Design (years 1-2) and conduct (years 2-5)
  - Support leadership within CDC directly-funded CBOs
  - Improve the quality of HIV prevention programs and services and/or sustainability of CBOs
- **May use staff, subcontractors, consultants, etc.**
  - Applicant must perform substantial role in carrying out project outcomes

# Component Overview

- **Program must be culturally, linguistically, and educationally appropriate for participants**
- **Instructional curricula and web-based modules, products, materials, and tools must be fully 508-compliant for people with disabilities**



# Required activities

- **Design (Years 1-2) and conduct (Years 2-5) a distance learning program**
  - Adaptation and/or application of an evidence based model
    - Addresses programmatic continuous quality improvement (CQI) and organizational sustainability
    - Addresses the capacity building needs of senior and mid-level managers of HIV prevention programs and services within CDC directly-funded CBOs.

## Examples of CQI and Sustainability Related Topics

- Sustaining programmatic successes through leadership and stakeholder engagement across public and private sectors
- Network analysis to identify opportunities for new and/or improved collaborative efforts for organizational sustainability
- Establishing, assessing, and sustaining strategic partnerships to improve program performance
- HIV prevention workforce and organizational sustainability
- Identification of processes and strategies to address programmatic challenges and social determinants of health associated with HIV-related health disparities

# Required activities

- **Design (Years 1-2) and conduct (Years 2-5) a distance learning program**
  - Structured program cycle run-time
    - Two cycles per budget year (e.g., 4 months in fall semester and 4 months in spring semester)
    - 20 CDC directly-funded CBOs per program cycle (i.e., 40 per budget period).
    - Follow-up with participants to determine and make referrals for ongoing CBA needs

# Required activities

- **Design (Years 1-2) and conduct (Years 2-5) a distance learning program**
  - Includes expert instruction, mentoring, and resource sharing; peer-to-peer learning and support opportunities; and periodic, experientially based assignments culminating in a final product (e.g., CQI plan for a program/service or organizational sustainability plan)
    - Use state-of-the-art distance-learning technologies
    - Use evidence-informed instructional design and adult learning techniques
    - Consideration of unique responsibilities and differing needs of senior and mid-level managers of HIV prevention programs and services

# Required activities

- **Design and submit a monitoring and evaluation plan including evaluation data collection instrument**
  - Within 3 months of funding (Year 1)
  - Requires CDC and OMB approvals (Year 1)
- **Implement CDC-approved monitoring and evaluation plan (Years 2-5)**

## **Measured Short-Term Outcome**

**Improved capacity of CDC-funded CBOs to plan, manage, and sustain HIV prevention programs and services and to reduce HIV-related disparities**

# Award Information

# Component 3: Continuous Quality Improvement and Sustainability for CBOs

## Funding

- **Cooperative Agreement**
  - Project Period: April 1, 2019 – March 31, 2024
- **Total Fiscal Year (Annual) Funding - \$1,100,000**
  - 1 national award
  - Funding range: \$1,100,000 - \$1,150,000



# 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 one application for one component
- For Component 1, applicants must clearly select one track
- For Component 2, applicants must select one geographic region with documentation of an established operating unit/office
- For Component 2, applicants must clearly select one track
- Applicants are limited to an indirect cost rate of 8% (unless an exempted organization)
- Applicants must submit a complete 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.gov 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](mailto:CBANOFO@cdc.gov)
- **Applications are due November 12, 2018 by 11:59pm ET**
  - [grants.gov](https://www.grants.gov) website
- **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](http://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: [cbanofocdc@cdc.gov](mailto:cbanofocdc@cdc.gov)

Phone: (404) 718-3180

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

Thelma Jackson, Grants Management Specialist

Email: [koy8@cdc.gov](mailto:koy8@cdc.gov)

Phone: (770) 488-2823

# Agency Contacts

- **For assistance with submission difficulties related to [grants.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](mailto: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](http://www.cdc.gov)

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

