



Centers for Disease Control and Prevention

National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention

Division of HIV/AIDS Prevention

PS17-1704: Comprehensive High-Impact HIV Prevention Projects for Young Men of Color Who Have Sex with Men and Young Transgender Persons of Color

Office of Grants Services Overview Presentation Transcript

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Welcome to the Office of Grants Services Overview for applicants of Funding Opportunity Announcement PS17-1704 titled Comprehensive High-Impact HIV Prevention Projects for Young Men of Color who Have Sex with Men and Young Transgender Persons of Color.

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This presentation will review the Pre-application information and provide tips for applying for funding under PS17-1704.

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This presentation will address the following topics: Eligible Applicants; How to apply; Budget Information requirements; and Application tips.

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There are two categories under this funding opportunity announcement and funding will be made available for activities under one of two categories:

- **Category A** is for HIV prevention services for Young Men of Color Who Have Sex with Men (YMSM of color) and their partners regardless of age, gender, and race/ethnicity.
- **Category B** is for HIV prevention services for Young Transgender Persons of Color (YTG persons of color) and their partners regardless of age, gender, and race/ethnicity.

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There are several requirements for the eligibility criteria section. Please make sure you have read through the section for eligibility to ensure you have included all the required information:

- Have a current 501(c)(3) IRS status and considered one of the following:
 1. American Indian/Alaska Native tribally designated organizations

2. Community-based organizations
 3. Faith-based organizations
 4. Hospitals (non-government affiliation and not under the administrative and management authority of a college or university)
- State tax or sales tax exemption certificates and letters are not a substitution and will not be accepted.

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If you are including subcontracts to provide direct services as described in the FOA there are several key points to remember:

1. The subcontractor(s) are also required to have a 501(c)(3) IRS tax exemption letter and it must be included in your application at the time of submission.
2. Applicants are limited to two organizations that can provide direct services as described in the strategies and activities section of this FOA
3. The applicant must perform a substantial role in the delivery of services.

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4. The amount of funding allocated for subcontractors must be in alignment with the proposed services to be provided by the subcontractor(s).
5. Subcontractor organization(s) must be located and provide services in the same state as the applicant organization and have a history of consistently serving the proposed target population for at least the last 24 months.

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1. Eligible applications must be located in one of the 33 states listed in the FOA in addition to DC and Puerto Rico.
2. Services may be provided in a maximum of 3 service areas throughout eligible locations.
3. Applicants can provide HIV prevention services in areas that cross over into eligible bordering state health department jurisdictions.
4. Applicants must have an established history of providing HIV prevention services in these eligible areas.
5. Applicants must have discussed provision of services with their state or local health department in which they report, and received written consent.

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Supporting documentation of services to the target population is required with your application. There are hyperlinks to the required attachments within the FOA on grants.gov for your completion. These attachments include the Historical Data Table (Attachment H) and the Target Population Worksheet (Attachment A).

In addition to the attachments you must also provide evidence of HIV prevention or care services that reflects the location, and history of consistently serving the proposed target population for at least the

last 24 months. Examples include Progress Reports, Notice of Award or Media publications, or letter from an applicant's funding source, other than CDC, documenting the applicant's service to the target population.

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Applicants must also share their Targeted HIV Testing plans with the health department and submit the following documentation with the application.

1. Health Department Agreement for HIV Testing/Partner Services (Attachment B)
2. Letter of Intent from a Physician (Attachment C)
3. Health Department Letter of Support (Attachment F)
4. Current CLIA certificate, if conducting HIV rapid testing

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Three letters of support must also be included with your application. These letters must be from civic, non-profit business or faith-based organizations that are located in the community and also serve the proposed target population.

Submit the following documents as attachments and label them accordingly:

1. Resumes/CVs for all PS17-1704 positions
2. Health Department Letter of Support
3. Organizational Chart
 - Agency-wide, and
 - PS17-1704 HIV prevention program
1. Non-profit Organization 501(C)(3) IRS Status Forms
2. Indirect Cost Rate (if applicable)

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1. At least one Service Agreement with a HIV Medical Care Provider
2. At least one Memorandum of Agreement/Memorandum of Understanding (MOA/MOU) for Prevention and Essential Support Services
3. At least one Memorandum of Agreement/Understanding (MOA/MOU) for HIV Prevention services with a LEA, if applicable

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The documents required for eligibility must be uploaded as part of the "other attachment forms" section in Grants.gov and must be labeled appropriately with the title of the attachment.

1. Evidence of nonprofit with 501(C)(3) IRS status
 - A copy of the current, valid IRS/U.S. Treasury determination letter
2. Each document should be labeled (e.g., "Proof of Non-Profit Status," "Historical Data Table," and "Health Department Sample Letter")

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Please get to the Grants.gov website before you apply. This will help you in the navigation process and unforeseen technical problems.

Please keep track of technical assistance including problem ticket numbers or any representatives that you speak to.

The following information will be required during the submission process:

1. Data Universal Numbering System (DUNS) number
2. Employer Identification Number (EIN)
3. System for Award Management (SAM) Registration
4. Bank account information

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When you visit the grants.gov website select the applicants tab.

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Please complete the registration process as soon as possible if you haven't already.

Your organization must complete the Grants.gov registration process to apply for a grant and the process can take between 3-5 business days or as long as four weeks.

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Here is what the registration page looks like.

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Here are the links to the systems that you must also have your completed registration. I will cover the steps now.

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Step 1: Before registration on the grants.gov website please confirm the following: Does your organization have a Data Universal Number System (DUNS) number?

Your organization must have a Data Universal Number System (DUNS) number to apply for funding on grants.gov. Please visit the Dun & Bradstreet (D&B) website or call to verify or register if you do not have one already.

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Step 2: Registering with the System for Award Management (SAM)

1. SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.
2. It is the EBiz POC within your organization who must register your organization with SAM. The EBiz POC is also responsible for approving your Grants.gov roles request.
3. This is an annual requirement. Please make sure your registration is current. If your expiration date is prior to the application date but prior to the budget period start date you must renew your registration. If you are selected for funding and your SAM registration expires prior to the budget

period start date and you have not renewed it you will not receive funding until your registration is current.

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To register with SAM, go to the [SAM website](#) with the following information:
DUNS number

Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)

When your organization registers with SAM, you must designate an EBiz POC. The EBiz POC is issued a Marketing Personal Identification Number (MPIN) by SAM, which gives you the authority to designate AORs.

What's an AOR? They are the staff members in your organization who are allowed to submit applications in Grants.gov. Please make sure the individual that is designated submits your application or you will receive an error that states you are not designated by your organization to submit your application and it will not be accepted by grants.gov.

You are not designated by your organization to be an Authorized Organizational Representative and your application cannot be validated. You either have not successfully completed the registration process or your E-Business Point of Contact has not authorized you to submit on behalf of your organization. To verify whether you have been successfully registered with Grants.gov, click <https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1> For instructions on how to register with Grants.gov and for information on being designated as an AOR, click <http://www.grants.gov/web/grants/applicants/organization-registration.html> The DUNS number entered in your package is invalid or does not match the DUNS number that is registered with the System for Award Management (SAM). Please verify that the DUNS number is entered correctly, and is the same as in your System for Award Management (SAM) registration. For instructions on how to register with the SAM, click <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html> Rejected due to DUNS number not found, deactivated, or missing data in SAM. Please contact your EBiz POC to activate or reactivate the SAM registration. Please verify that the DUNS number is entered correctly, and is the same as in your System for Award Management (SAM) registration. For instructions on how to register with the SAM, click <http://www.sam.gov>.

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Applying for a grant is an exciting but resource-intensive process.

Before you apply, make sure you found a funding opportunity you are eligible for and registered to apply through Grants.gov as an organization.

Once you have made that determination you will receive notifications from grants.gov if there are any amendments to the funding opportunity announcements.

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This is what the search option looks like on the grants.gov website. You can search by the FOA or key words. The results will allow you to cross reference the information and validate what you are looking for.

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In order to submit an application you must be completely registered on grants.gov. You will receive the option to download the application package.

All applications must be submitted and accepted via www.Grants.gov on or preferably before the due date of September 14, 2016.

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The deadline for this application is September 14, 2016.

1. Review and follow instructions
2. Provide a proposed narrative and explain the project completely
3. Prepare a budget as it relates to the requirements identified in the FOA
4. Also make sure to follow CDC Budget Guidelines when preparing a budget
5. Identify key personnel and applicable duties (e.g., Program director and business official)
6. Identify the approving officials for the organization to prevent processing delays

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The application package includes the following documents and they must be completely filled out.

1. SF 424 Application for Federal Assistance (non-research)
2. SF 424A Budget Information
3. SF 424B Assurances
4. CDC Certifications
5. Budget and Project Narrative
6. Budget Spreadsheet (for consolidated programs)
7. Debarment and Suspension Certification
8. Certification for Trafficking Victims Protection Act of 2000

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Overarching Goal

- Provide quality and proper stewardship of grants by managing the financial resources of the federal government
- Primary objectives are to assure that the grantee:
 - Is eligible to participate in a federally funded program
 - Has all appropriate clearances
 - Proposes costs that are allowable, allocable, and reasonable
 - Has a budget that is complete and properly detailed

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CDC has budget preparation guidelines to assist you with completing the budget narrative and justification. Please visit the CDC website, use the search option type in “Budget Preparation Guidelines”. Select the CDC Fact Sheet which is a word document template.

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- **Direct Costs:**

Costs identified specifically with a particular award, project or program, service, or other organizational activity.

- **Indirect Costs:**

Facility or administrative costs such as costs incurred for common or joint objectives

In order to be approved, an agency must have a current, federally negotiated and approved indirect cost rate agreement.

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No additional notes, please refer to the PowerPoint slides.