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

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

1. National Training
   - Electronic Learning (eLearning) Training Center
   - Classroom Learning Training Center

2. Regional Technical Assistance
   - Clinical HIV Testing and Prevention for Persons with HIV
   - Nonclinical HIV Testing and Prevention for HIV-Negative Persons
   - 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
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 workforces.

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
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 **three** new eLearning trainings per budget year
- Update and transition a minimum of **three** 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 three 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
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 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 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

- 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**
  - 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](mailto:cbanofo@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.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)

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.