

Program Details & Application Guidance

Program Overview and Purpose:

The Ryan White HIV/AIDS Treatment Modernization Act is the nation's largest primary funder for HIV/AIDS health and social services including primary medical care, medication assistance, health insurance assistance, mental health counseling, substance use treatment, dental care, case management, and other HIV-related medical and support services. The Ryan White HIV/AIDS Program's funding and administration are managed by the Health Resources and Services Administration (HRSA), which is part of the U.S. Department of Health and Human Services. The Kansas Department of Health and Environment (KDHE) manages Ryan White Part B funding and the AIDS Drug Assistance Program (ADAP) within Kansas.

The purpose of these funds is to provide care for persons living with HIV infection who are not covered by public or private sources. These resources assure that all Kansans living with HIV infection throughout the state have access to the resources needed to monitor and treat infection, in order to achieve the highest quality of life possible.

Specific Program Information (including but not limited to):

- Programs, services, and activities conducted at the local level must be in accordance with the standards of the state and federal government, and the terms of the Aid to Local Universal Contract, and the Ryan White Contract Attachment (#33). Change in scope of work or services after the time of application must be submitted in writing to KDHE for approval.
- The local grantee must engage in public awareness activities and develop a community referral network for services and supports. A process for referral follow-up must be in place.
- The local grantee must develop a method to receive input on client satisfaction. Input should not be sent to KDHE, rather used internally at the local level to enhance or improve services and inform future activities. Client satisfaction is assessed by KDHE as part of the monitoring process.
- The local grantee must develop and implement a Clinical Quality Management plan that utilizes client satisfaction responses and community needs assessment information to assess the program and inform structured efforts to improve the quality of services provided.
- The local grantee must use the Federal Poverty Guidelines to develop a schedule of fees/sliding fee scale for any billable Ryan White services provided, in accordance with the requirements of the Ryan White HIV/AIDS Treatment Modernization Act.
- Prior approval from KDHE must be obtained to subcontract any required program services.

Eligible Applicants:

- Applicants must be one of the eligible entity types identified in the Ryan White HIV/AIDS Treatment Modernization Act (local government, nonprofit, or an institution of higher education).
- Applicants must not be debarred, suspended, proposed for debarment, declared ineligible, in the process of being debarred, or voluntarily excluded from conducting business with a federal department or agency of the federal government.
- Applicants must be eligible to receive reimbursement from KanCare (Kansas Medicaid), Medicare, and other third party payers such as private insurance for qualifying services.
- Preference will be given to high-need areas/communities and applications which indicate a collective impact approach and coordination with other programs, including local housing programs (Shelter Plus Care, Section 8), STI/HIV Prevention, behavioral health, and other health and community service programs.

Funding Information

- Grants will be awarded annually on a semi-competitive basis.
 - Base funding awards will be calculated using a formula based on the population of People Living With HIV (PLWH) in the proposed service area according to the most current STI/HIV Surveillance data.
 - Additional funds may be awarded for applicants providing program services in rural or frontier counties to assist with the maintenance of program infrastructure and ensure equitable access to Ryan White services.
 - Additional funds may be awarded to applicants demonstrating strong community collaboration, capacity to deliver quality services, and/or a demonstrated history of compliance with program requirements.
- Grant awards and payments are subject to availability of state and federal funds.
- Payment may be held for failure to meet contract requirements and/or submit timely reports.

Use of Ryan White Grant Funds:

Funds awarded by the Ryan White Program are only authorized to be used for the provision of services and activities allowed under the Ryan White HIV/AIDS Treatment Modernization Act and identified as allowable in Federal policy notices from HRSA.

Ryan White grant funds may **not** be used for goods, services, or activities identified as unallowable by Ryan White legislation or Federal policies of HRSA or the Department of Health and Human Services (DHHS). Such unallowable activities currently include, but shall not be limited to:

- Programs supporting drug use or sexual activity
- Broad scope awareness activities
- Employment or employment readiness services
- Maintenance of private vehicles
- Syringe exchange services
- Clothing
- Funeral, burial, cremation or related expenses
- Local or State personal property taxes
- Household appliances
- Pet foods or other non-essential products
- Off-premise social/recreational activities or payments for a client's gym membership
- Purchase or improve land, or to purchase, construct, or permanently improve (other than minor remodeling) any building or other facility
- Cash payments to participants/patients
- Pre-Exposure Prophylaxis (PrEP)
- Any costs associated with the creation, capitalization, or administration of a liability risk pool (other than those costs paid on behalf of individuals as part of premium contributions to existing liability risk pools), or to pay any amount expended by a State under Title XIX of Social Security Act

Where third party payers, including government agencies, are authorized or are under legal obligation to pay all or a portion of charges for services, all such sources must be billed for covered services, and payment for such services must be vigorously pursued in accordance with HRSA guidelines. Each service provider receiving Federal funds, either directly or indirectly, must have a procedure to identify all persons served who are eligible for third party reimbursement.

Reporting Requirements:

Quarterly – Submit in Kansas Grant Management System (KGMS) by October 15, January 15, April 15 and July 15:

- Financial Status Report (FSR)
- Ryan White Subrecipient Time & Effort Report
- Quarterly Progress Report
- Other reports may be necessary, based on delivered services

Ryan White Reporting Schedule			
Quarter	Grant Reporting Period	Due Date	Forms Due
1	7/1 to 9/30	October 15	<ul style="list-style-type: none"> • Financial Status Report (FSR) • Subrecipient Time & Effort Report • Quarterly Progress Report
2	10/1 to 12/31	January 15	<ul style="list-style-type: none"> • Financial Status Report (FSR) • Subrecipient Time & Effort Report • Quarterly Progress Report
3	1/1 to 3/31	April 15	<ul style="list-style-type: none"> • Financial Status Report (FSR) • Subrecipient Time & Effort Report • Quarterly Progress Report
4	4/1 to 6/30	July 15	<ul style="list-style-type: none"> • Financial Status Report (FSR) • Subrecipient Time & Effort Report • Quarterly Progress Report

Request Funds/Apply

Agencies must complete an application in KGMS (<https://khap2.kdhe.state.ks.us/KGMS/>) to apply for funding. New applicants can request to be set up in KGMS and receive a username and password by contacting: Karen.Kelley@ks.gov. Applications are available on January 15, 2018, and are due on March 15, 2018.

Before starting your application, please complete the KGMS training courses on Kansas TRAIN.

(<https://www.train.org/ks/>)

Required Application Attachments:

- A Service Delivery Plan, outlining proposed service deliverables
- An Organizational Chart for the agency that identifies all staff/positions to be paid in part, or in full, from the Ryan White grant award
- A Budget Justification form with job descriptions of all employees to be paid with grant funds
- A completed Certification Regarding Lobbying form for the agency, if not already on file with the STI/HIV Care Program
- Form W-9 or other evidence of the agency's subrecipient eligibility; either as a local government entity, a nonprofit organization, or an institution of higher education.

Technical Assistance:

Requests for technical assistance on reporting requirements should be made by contacting the STI/HIV Grants Coordinator, the STI/HIV Care Quality Coordinator, and/or the STI/HIV Care Program Manager. On-site technical assistance is usually available for all subrecipients, based on availability of program staff.

Program Contacts

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